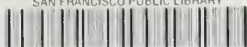


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SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: SUPERVISOR, TRAFFIC PAINTING PROGRAM

CODE: 5301

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for the operation and management of the traffic painting program; coordinates personnel engaged in traffic and curb painting throughout the City; makes field surveys to determine need for traffic painting; responds to complaints and reports from the public and staff on undesirable traffic painting conditions; and performs related duties as required.

Requires responsibility for: Interpreting and coordinating methods and procedures relating to the proper layout of traffic and curb painting designs; making regular contact with the general public, departmental personnel and outside organizations in connection with traffic painting conditions; preparing requests for materials and supplies; writing reports and maintaining records.

EXAMPLES OF DUTIES:

1. Plans and coordinates for a group of workmen engaged in traffic and curb painting throughout the City; inspects completed work for design conformance.
2. Conducts and participates in field surveys to determine need for traffic painting; reviews police accident reports and reports from City departments and the general public regarding same.
3. Coordinates the traffic painting program with street repair and street construction programs of other departments and contractors.
4. Responds to public complaints regarding the location of traffic and curb painting; attempts to accommodate public desires while maintaining utility of traffic painting.
5. Prepares painting program for estimating budget requests; maintains equipment and the flow and inventory of materials.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from high school and at least four years experience in the management of a traffic painting program, including two years of responsible-charge experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Materials, equipment, and techniques used in traffic painting for management purposes; laws governing the placement and proper layout of traffic painting, such as the California Vehicle Code and San Francisco Traffic Code.

Requires ability and skill to: Plan and coordinate the work of traffic painting personnel; deal effectively and courteously with the general public; maintain records on expenditures and prepare reports; conduct field surveys of traffic painting conditions.

Adopted: July 16, 1973

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: TRAFFIC SURVEY TECHNICIAN

**JOB CODE: 5302
Business Unit: COMMN**

DEFINITION: Under general supervision, performs surveys in connection with measurement of traffic flow, carries out inspections and performs sub-professional level field and office traffic engineering work in connection with the installation and maintenance of traffic and street signs, markings and devices.

DISTINGUISHING FEATURES: This class performs sub-professional work to support professional traffic engineering functions, and is distinguished from class 5303 Supervisor, Traffic and Street Signs, in that the latter class is responsible for the full range of supervisory duties over subordinate staff.

SUPERVISION EXERCISED: May assign work directly to maintenance workers and exercise work direction over assigned traffic painters.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Makes field surveys and compiles data in connection with the measurement of traffic flow, vehicle speed and signal timing; installs traffic counters to record vehicle volume counts; collects and tabulates data relative to traffic movement.
2. Performs field investigations and inspections to determine placement and condition of traffic and street name signs; within prescribed limits, determines location for installation of signs; prepares work orders for installation, maintenance and/or modification of street and traffic signs; in high priority and hazardous situations, may assign work directly to maintenance workers.
3. Performs field inspections to determine condition of traffic lines; interprets plans for layout of traffic lines for painting according to previously prepared drawings; prepares schedules for traffic line renewal and painting; coordinates posting of temporary street closures; exercises work direction over assigned traffic painters.
4. Performs a variety of ordinary drafting work and makes sketches involving traffic signals and sign locations, parking layouts, curb changes and pavement striping.
5. Prepares reports in connection with a variety of inspection and investigation activities; researches information; inputs and tabulates data collected from field surveys or other sources; maintains databases and other records related to traffic surveys.
6. Assists in the research and compilation of data involving accident claims and litigation; prepares reports and maintains records relative to court cases and claims from insurance companies and City Attorney's Office.
7. Receives, investigates and responds to inquiries and complaints from members of the public, departmental personnel and representatives of other City agencies regarding traffic and street name signs, parking meter installations, colored curbs, pavement striping and other traffic issues; meets with citizens to discuss parking and traffic concerns.
8. Posts public notice of hearings regarding traffic issues.
9. Drives a motor vehicle to reach job sites and to transport equipment, tools, measuring devices and supplies.
10. Performs related duties as required.

JOB CODE TITLE: TRAFFIC SURVEY TECHNICIAN

JOB CODE: 5302

Business Unit: COMM

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: standard practices and procedures used to conduct traffic surveys to determine traffic flow and the need, adequacy and placement of signs, painted markings and other traffic control devices; use of traffic measuring devices; laws, codes and standards which govern the use of traffic control systems and devices and establish guidelines for the type, size and location of traffic and street signs and painted markings; practices and procedures to ensure the safety of public, coworkers and self from work-related field hazards.

Ability to: interpret and or prepare ordinary work-related plans, maps and sketches; read and understand manuals, codebooks and other work-related written materials; clearly and accurately document survey findings, maintain records and draft routine correspondence and reports; learn the use of a personal computer to access, input and maintain data, perform research and produce reports and correspondence; identify, analyze and formulate solutions to work-related problems; speak clearly and effectively to communicate information to co-workers, members of the public and others; deal courteously and effectively with co-workers, members of the public and representatives of other agencies; establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE GUIDELINES:

Two years experience:

- surveying, inspecting, and collecting/recording data or other field work equivalent to that of a 5302 Traffic Survey Technician; OR
- installing and maintaining traffic and street signs or other traffic control devices; OR
- inspecting traffic or parking control devices to assess their condition and enforceability.

License: Possession of a valid California Driver License.

Effective Date: 1/12/61

Amended Date: 4/28/00

Reason for amendment: To accurately reflect the current task, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

NEW CLASS

CLASS TITLE: SUPERVISOR, TRAFFIC AND STREET SIGNS

CODE: 5303

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for the operation and supervision of the traffic sign shop; supervises subordinate personnel engaged in the installation, maintenance, and repair of street, parking, and traffic signs; makes field surveys to determine need for traffic and street signs; responds to complaints and reports from the public and staff on undesirable traffic and street sign conditions; and performs related duties as required.

Requires responsibility for: Interpreting and coordinating methods and procedures relating to the installation, repair, and replacement of traffic and street signs; making regular contact with the general public, departmental personnel, and outside organizations in connection with traffic and street sign conditions; preparing requests for materials and supplies; writing reports and maintaining records.

EXAMPLES OF DUTIES:

1. Plans and coordinates activities for a group of workmen engaged in the installation, maintenance, and repair of traffic and street signs; supervises work activities in both the shop and the field; makes field trips to inspect completed work.
2. Conducts and participates in field surveys to determine need for traffic and street signs; reviews police accident reports and reports from Public Works personnel and the general public regarding same.
3. Prepares purchase orders for materials and equipment; arranges with Purchasing Department and vendors for delivery of items ordered; inspects items when delivered.
4. Responds to public complaints regarding the location of traffic signs and other special signs; attempts to accommodate public desires while maintaining utility of traffic signs.
5. Maintains records regarding monies spent on materials and equipment for traffic sign shop.
6. Checks shop drawings of proposed new signs; supervises the use of layout and silk screen techniques in fabricating new signs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from high school and at least six years experience in the last ten years in the installation and maintenance of traffic and street signs, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Materials, equipment, and techniques used in fabrication, installation, and repair of traffic and street signs; laws governing the placement of signs, such as the California Vehicle Code, and San Francisco Traffic Code.

Requires ability to: Plan and supervise the work of subordinate personnel; deal effectively and courteously with the general public; maintains records on expenditures and prepares reports.

Requires skill in conducting field surveys of traffic conditions; reading blue-prints.

PROMOTIVE LINES:

To : No normal lines of promotion

From: 5302 Traffic Survey Technician
 5364 Senior Civil Draftsman
 7457 Traffic and Street Sign Maintenance Man

SAN FRANCISCO CIVIL SERVICE COMMISSION

(RETITLES AND AMENDS:
5304 SOILS TESTING AIDE)

CLASS TITLE: MATERIALS TESTING AIDE

CODE: 5304

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs routine, nonprofessional duties in the laboratory and field concerned with soils, concrete, steel, and construction materials testing.

Requires responsibility for: Following instructions; making calculations; making and keeping simple records. Nature of field work involves considerable physical effort and exposure to the elements.

EXAMPLES OF DUTIES:

1. Collects soils samples in the field; assists, under immediate supervision, in making soils tests to determine if proper materials or compaction of earth fill is being secured; tests other construction materials in accordance with instructions.
2. Keeps testing equipment in clean and good condition; cleans testing laboratory.
3. Makes calculations and keeps simple records of tests performed.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, or an equivalent combination of training and experience; possession of a valid current California driver's license.

Knowledge, Abilities and Skills: Requires general knowledge and intelligence, and the ability to follow simple instructions and learn the methods and procedures utilized in the various phases of soils testing work.

PROMOTIVE LINES:

To : 5305 Materials Testing Technician

From: Original entrance examination

AMENDED: June 3, 1968

CLASS TITLE: MATERIALS TESTING TECHNICIAN

CODE: 5305

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs the more difficult and responsible testing of a variety of construction materials in the field or in the laboratory; uses a variety of sophisticated materials testing equipment; collects samples of materials to be tested; may supervise subordinate testing technicians; and performs related duties as required.

Requires responsibility for adhering to oral and written instructions and detailed procedures employed in standard materials tests; explaining and enforcing regulations, policies, rules, and legal provisions relating to structural materials; making frequent personal contacts during inspectional activities with construction contractors and their representatives; making important and precise calculations in the field and the laboratory relating to the testing of construction materials; and preparing and maintaining accurate records of testing activities.

EXAMPLES OF DUTIES:

1. Performs a variety of tests on construction materials, including soils, reinforcing steel, sand and aggregates, paints, concrete, and other materials.
2. Inspects and controls the operations of asphalt and concrete batch plants; checks equipment, weights, temperatures and materials for compliance with specifications; tests and calculates aggregate gradings for field mix designs.
3. Operates nuclear and electronic instruments to determine the relative compaction of soils; calibrates and adjusts instruments in the field to compensate for changing conditions; records and reports test results in this connection; performs necessary calculations; makes graphical solutions and graphical representations.
4. Inspects manufacturer's processes and products for compliance with specifications, including concrete pipe, cement treated base, and cast iron materials.
5. Reads and abstracts contract specifications to determine necessary tests and specifications limits for samples; checks procedures and calculations of other personnel; performs specialized nonstandard testing and evaluations as directed; collects a variety of specialized and nonroutine samples.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school which shall have included courses in plain geometry, algebra, chemistry, physics, and two years of experience in a position whose major duties involved the testing of construction materials, or some equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of the principles of mathematics, chemistry, and physics; the principles and procedures of modern materials testing, including techniques utilized in the laboratory and the field.

Requires ability to: Perform accurately a variety of arithmetic calculations in the field or the laboratory; establish and maintain good working relationships with contractors and their representatives; write and speak effectively.

PROMOTIVE LINES:

To : 6318 Construction Inspector

From: 5304 Materials Testing Aide

ADOPTED: June 3, 1968

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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JOB CODE TITLE: TRAFFIC SIGN MANAGER

JOB CODE: 5306
Business Unit: COMMN

DEFINITION: Under general direction, is responsible for the management and operation of the traffic sign shop and field activities related to a citywide program for the fabrication, installation and maintenance of traffic signs.

DISTINGUISHING FEATURES: Class 5306 Traffic Sign Manager is distinguished from Class 5303 Traffic Sign Supervisor by its overall responsibility for the management and supervision of the Traffic Sign Shop Section and coordination of activities with other sections and agencies. The Traffic Sign Manager is distinguished from Class 7140 Director, Parking and Traffic Operations, in that the Director is responsible for the management of several sections or shops including the Sign Shop, Signal Shop, Paint Shop, and Meter Shop.

SUPERVISION EXERCISED: The Traffic Sign Manager supervises, through subordinate supervisors, work crews consisting of traffic sign installers, traffic survey technicians and office staff.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to these classes and are not intended to be an inclusive list.

1. Plans, coordinates, assigns and supervises, through subordinate supervisors, the work of employees engaged in fabricating, installing and maintaining traffic signs and conducting related field surveys and inspections.
2. Monitors, evaluates and documents the performance and attendance of subordinate staff; reviews and approves requests for leave and/or overtime; ensures that subordinate supervisors properly monitor and document performance, behavior and attendance patterns; prepares, presents, discusses and signs performance appraisals; provides guidance and counseling for assigned staff; oversees disciplinary and grievance issues; meets with employee representatives as necessary; oversees, develops, implements and evaluates a variety of technical, safety, and customer service training programs for Shop personnel.
3. Prioritizes and delegates work orders received from Traffic Engineering and other sources; assigns projects, monitors work flow, makes field inspections and coordinates completion of work; coordinates the work of the section with other departmental sections, agencies and construction programs.
4. Oversees, through a subordinate supervisor, Sign Shop office activities and maintenance of operational, statistical and other Sign Shop records.
5. Assures availability of materials and equipment used in traffic signs operations for Sign Shop Section; supervises, through a subordinate supervisor, the ordering, stocking, and dispensing of materials and supplies; oversees the general maintenance and security of the building that houses the Sign Shop; maintains overall integrity of security alarm system.
6. Responds orally and in writing to citizen complaints and informational requests; maintains automated and other records for the resolution of disputes, litigation, and citizen appeals; works to ensure high level of customer service by subordinate staff; may provide testimony in court.
7. Evaluates overall functions and productivity of the Sign Shop Section staff; establishes annual, monthly, and daily goals based on assigned and anticipated workload, available staff, equipment and materials; monitors and evaluates activities, work completed, operational and activity records and statistics; prepares monthly and annual reports documenting the performance of the Section and on the status of various projects.

8. Develops, implements and evaluates procedures and standards for the installation, repair, and inspection of traffic signs; develops and oversees a preventive maintenance program for signage; assists in traffic engineering division in long range planning for signage throughout the City; researches, implements and evaluates methods and procedures to improve safety, cost effectiveness, and productivity, including assessment of various materials and equipment; evaluates and recommends methods to meet service levels, control expenditures, and implement cost savings.
9. Projects basic staffing levels, overtime estimates, equipment, material and other requirements for the Sign Shop; recommends to the Director of Operations annual and supplemental budget requests.
10. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: practices, procedures, materials, tools and equipment utilized in the fabrication, installation, maintenance and repair of traffic signs; related safety procedures; laws, codes, policies and procedures relevant to traffic sign fabrication, installation and maintenance; City geography and street locations.

Ability to: supervise and evaluate the work of assigned personnel; oversee training of personnel; oversee employee relations issues and grievance resolution; analyze information in order to formulate and execute effective solutions; assess productivity and set goals; develop and implement policies and procedures; prioritize, direct and monitor section workload; coordinate work with other sections and programs; interpret and prepare maps, plans, drawings, and diagrams; prepare written documents in a clear, concise, accurate and understandable manner; use a personal computer to access and maintain records and data and produce reports and correspondence; speak clearly and effectively in order to give oral instructions and communicate work-related information; deal courteously and effectively with individuals from diverse backgrounds, including staff, departmental personnel, representatives of other agencies, members of the public, contractors and vendors; establish and maintain effective and cooperative working relationships.

EXPERIENCE AND TRAINING GUIDELINES:

Six (6) years of verifiable experience installing and maintaining traffic and street signs or other traffic control devices, including three (3) years supervising such work.

License: Possession of a valid California Driver License.

Effective Date: 5/28/99

Amended Date: 5/19/00

Reason for amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

CLASS TITLE: HYDROGRAPHER

CODE: 5308

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the measurement of river and canal waters and snow packs and the maintenance and repair of measuring equipment, instruments and related facilities; performs responsible technical and field survey work in connection therewith; and performs related duties as required.

Requires responsibility for: assisting in developing, interpreting and enforcing methods and procedures relative to the gathering of hydrologic and hydrographic data; making regular contacts with other departmental personnel and outside organizations in connection with hydrographic survey activities; gathering information and preparing reports and records on surveys and measurements of water and snow conditions. Nature of work requires: considerable physical effort relative to field pack trips and surveying activities; frequent exposure to physical and working conditions where serious injuries may be encountered; exposure to somewhat disagreeable working conditions due to frequent exposure to the elements and living conditions encountered on extended survey trips.

EXAMPLES OF DUTIES:

1. Supervises and participates in the planning, construction, operation, maintenance and repair of stream gaging stations, scientific instruments, cabins and facilities.
2. Makes computations of stream flow data, snow survey data and meteorological data.
3. Makes reports on stream flow, forecasts of runoff and precipitation runoff studies.
4. Organizes snow surveys, pack trips and stream gaging trips as needed.
5. Coordinates and cooperates closely with several federal and state agencies in gathering and interpretation of the basic data.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of two years of college, with major course work in pre-engineering or forestry, supplemented by three years of practical surveying and field hydrographic experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the operation, uses and maintenance requirements of a variety of snow and water measuring instruments and equipment; the operation and maintenance of surveying instruments; horses and pack train equipment; the methods and techniques involved in camp style living in remote areas.

Requires ability to work alone in remote locations; considerable ability in horsemanship and skiing; ability to read, record and make accurate reports on field investigations encountered on survey trips; considerable athletic and physical strength and ability.

CLASS TITLE: HYDROGRAPHER (continued)

CODE: 5308

Requires considerable skill in: the use of skis and the handling of horses; the use of a wide variety of hand tools and small construction equipment.

PROMOTIVE LINES:

To: No normal line of promotion

From: Assistant Hydrographer

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: SURVEY ASSISTANT I

**JOB CODE: 5310
Business Unit: COMM**

Definition:

Under supervision, performs sub-professional work as a member of a field survey party; follows established surveying methods and procedures such as measuring horizontal and vertical distances to the order of accuracy and precision required using electronic and other surveying equipment; making and reducing field notes, including sketches; preparing volumetric calculations for both land removal and water dredging; clearing brush and obstacles obstructing surveying areas; transporting materials and equipment to and from the survey area; cleaning and maintaining tools and equipment; serving as a chainperson and/or a rodperson; and performs related duties as required.

Distinguishing Features:

This is the entry level of the survey job code series. This class is distinguished from the Survey Assistant II by the latter's higher level of responsibility and expertise.

Supervision Exercised:

Incumbents in this class do not perform supervisory duties.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Serves as a chainperson by measuring horizontal distances between points with a tape measure or prism, setting survey control points, records measurements for reference, and acts as recorder to the survey party when needed.
2. Serves as rodperson by holding rod or reflector in locations as instructed while the Survey Assistant II reads the rod that indicates differences in elevation for cross-sections, stadia work, slope staking, setting precise vertical controls, and establishing benchmarks to provide points of known elevation.
3. Reduces and checks field survey notes, which includes: making mathematical computations by using basic arithmetic calculations, geometry, trigonometry, and algebra; using calculators when necessary, to assist in providing the survey team with necessary data for further calculations, reports, and information.
4. Clears brush and other obstacles in survey lines to enable the survey team to set up the necessary equipment to measure distances and take accurate readings.
5. Cleans and maintains tools and other surveying equipment as instructed.
6. Utilizes personal computers and related applications to download and check survey information and maps; may include use of AutoCAD.
7. Drives a vehicle to work sites to perform survey work.
8. Performs related duties as required.

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JOB CODE TITLE: SURVEY ASSISTANT I

JOB CODE: 5310

Business Unit: COMMN

Job-related and Essential Qualifications:

Knowledge of: procedures and methods used in surveying work; the operation of equipment used in surveying; safe working practices; mathematics (including arithmetic, algebra, geometry, and trigonometry).

Ability to: Communicate effectively both orally and in writing; relate effectively with a variety of people; and operate a vehicle.

Experience and Training Guidelines:

Two years of experience as a member of a field survey party using electronic data collectors; or An Associate of Science degree in Civil Engineering Technology with a Certificate of Completion in Surveying; or

A L.S.I.T. (Land Surveyor-in-Training) License issued by the California State Board of Registration for Professional Engineers and Surveyors.

License: a valid California driver license.

Amended and Retitled: 5/12/00

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

CLASS TITLE: SURVEY ASSISTANT II

JOB CODE: 5312

Business Unit: COMMN

Definition:

Under direction, performs sub-professional work as a member of a survey party; follows established surveying methods and procedures such as indexing, sighting, calibrating, and reading electronic and other survey devices; recording measurements; checking profiles for proper grades; locating property and lot lines and other topographical features; preparing volumetric calculations for both land removal and water dredging; making necessary mathematical computations and field survey notes, including sketches; utilizing personal computers and survey software; performs related duties as required. For positions at the Department of Public Works Bureau of Street Use and Mapping, maintains the Official Records for horizontal and vertical monument control.

Distinguishing Features:

This is the journey level of the survey job code series. This class is distinguished from the Survey Associate by the latter's supervisory responsibility.

Supervision Exercised:

Incumbents in this class may exercise direction over the activities of survey party members in the absence of the Survey Associate.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Operates surveying instruments by indexing, sighting, calibrating, and reading electronic measuring devices, levels, total stations, and other equipment that may be used when doing line and grade work, cross-sectioning, monumenting, and other topographic, engineering, land, construction, and hydrographic (Port) surveys.
2. Performs surveying operations by checking profiles for proper grades, assisting in locating property lines and other topographical features (sewers, manholes, catch basins, etc.), referencing permanent markers, and taking other readings/measurements as needed to ensure that the survey party completes the survey assignments accurately and efficiently.
3. Performs mathematical computations necessary in surveying work including basic mathematical functions, trigonometry, geometry, and algebra and using calculators to determine distances, elevations, volumes, angles, areas, traverses, etc., and interprets results.
4. Prepares and maintains survey field notes and official records by recording all necessary data on measurements, readings, problems encountered, recommendations, and other matters in order to have accurate records on surveying work performed for current and future reference; and may be responsible for maintaining the Official Records for horizontal and vertical monumental control (DPW—Bureau of Street Use and Mapping).

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CLASS TITLE: SURVEY ASSISTANT II**JOB CODE: 5312****Business Unit: COMMN**

5. Adjusts and maintains non-electronic surveying instruments by making the necessary field adjustments.
6. May act as Survey Associate in the Associate's absence by supervising and directing a survey party.
7. Carries out and explains existing survey procedures and methods to survey party members and to the general public when on site.
8. Interacts with the public/clients requesting survey-related data both in the office and in the field; and does research of records.
9. Utilizes personal computers and related applications to download and check survey information and maps.
10. Drives a vehicle to work sites to perform survey work.
11. Operates Fathometer by connecting the battery cables and transducer to the data collector to record accurately Bathymetric survey; directs boat operation and looks out for tides and currents; and unloads fathometer charts, reloads, and checks for proper operation (Port).
12. Performs related duties as required.

Job-related and Essential Qualifications:

Knowledge of: procedures and methods used in surveying work; the operation of equipment used in surveying work; safe working practices; mathematics including basic mathematical computations, algebra, geometry, and trigonometry; basic knowledge of the Land Surveyors Act and the Subdivision Map Act.

Ability to: Communicate effectively both orally and in writing; relate effectively with a variety of people; and operate a vehicle.

Experience and Training Guidelines:

Four years of experience as a member of a field survey party using electronic data collectors; or An Associate of Science degree in Civil Engineering Technology with a Certificate of Completion in Surveying or a Land Surveyor-in-Training License issued by the California State Board of Registration for Professional Engineers and Surveyors and two years of experience as a member of a field survey party using electronic data collectors; or A bachelor of science degree in Surveying Engineering.
License: a valid California driver license.

Effective Date: 7/1/77

Amended and Retitled: 5/12/00

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

CLASS TITLE: SURVEY ASSOCIATE

**JOB CODE: 5314
Business Unit: COMMN**

Definition:

Under general direction, the Survey Associate is responsible for supervising the work of a survey party engaged in a wide variety of surveying projects; planning, organizing, and carrying out surveys by electronic methods; reading and interpreting maps and drawings; reviewing volumetric calculations for both land removal and water dredging, mathematical computations, and field survey notes; supervising subordinate personnel; training and directing the survey party in procedures and use of equipment; consulting with contractors and representatives from other departments on survey matters; and performs related duties as required.

Distinguishing Features:

This is the advanced journey level of the survey job code series. This class is distinguished from the Survey Assistant II by its supervisory duties.

Supervision Exercised:

Incumbents in this class supervise the members of a field survey party.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Supervises the work of a survey party by planning, organizing, assigning, directing, and reviewing the work of subordinates, including completing performance evaluations for subordinates and administering disciplinary procedures when necessary.
2. Plans and organizes surveying work by determining the logistics for conducting each survey; setting and adhering to project deadlines; assigning responsibilities to subordinates; and managing ongoing work to ensure that surveys provide the necessary and desired information and documentation.
3. Trains survey party staff to use surveying equipment and follow procedures such as establishing line and grade for construction projects, performing topographical and other surveys, stadia work, cross-sectioning and contour line-setting, and establishing and maintaining precise monument and control lines, official elevations, survey lines, and boundary lines; stays current on surveying techniques and improvements in equipment.
4. Discusses survey needs and projects with departmental staff, contractors, and others to plan survey work so that it is completed accurately and provides necessary information.
5. Reads and interprets maps, drawings, and prior survey notes, such as subdivision, right-of-way, parcel, contour, hydrographic (Port), lease maps, and construction drawings to plan survey work.
6. Prepares and maintains survey field notes by recording necessary data on the surveying process and final product, such as measurements, readings, problems encountered; and reviewing and including the field notes of subordinate personnel.

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CLASS TITLE: SURVEY ASSOCIATE

JOB CODE: 5314

Business Unit: COMMN

7. Performs mathematical computations necessary in surveying work to determine distances, elevations, angles, areas, traverses, etc., and interprets findings.
8. Tracks supply and equipment needs for the survey party; makes sure supplies do not run out.
9. Utilizes a personal computer and survey applications to download and check survey information and maps; may include use of AutoCAD.
10. Drives a vehicle to work sites.
11. Performs related duties as required.

Job-related and Essential Qualifications:

Knowledge of: procedures, methods, and practices used in surveying work; operation and maintenance of survey equipment; safe working practices; mathematics including basic mathematical computations, algebra, geometry, and trigonometry; the Land Surveyors Act and the Subdivision Map Act.

Ability to: communicate effectively orally and in writing; relate effectively with people; supervise and train personnel; drive a vehicle.

Experience and Training Guidelines:

Six years of experience as a member of a survey party using electronic data collectors which must have included at least two years in a position with duties comparable to 5312 Survey Assistant II; or

An Associate of Science degree in Civil Engineering Technology with a Certificate of Completion in Surveying or a Land Surveyor-in-Training License issued by the California State Board of Registration for Professional Engineers and Surveyors and four years of experience as a member of a survey party using electronic data collectors which must have included at least two years in a position with duties comparable to 5312 Survey Assistant II; or

A Bachelor of Science degree in Surveying Engineering and two years of experience as a member of a survey party using electronic data collectors in a position with duties comparable to 5312 Survey Assistant II.

License: valid California driver license

Amended and Retitled: 5/12/00

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

CLASS TITLE: ILLUSTRATOR AND ART DESIGNER

CODE: 5320

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs specialized manual and/or desktop-published illustrating and art work in connection with the preparation of presentation drawings, publications, public information releases and similar media; and performs related duties as required.

DISTINGUISHING FEATURES:

Class 5320 Illustrator and Art Designer is distinguished from class 5322 Graphic Artist in that it functions at a higher level of expertise and produces more complex projects requiring the use of a broader variety of media and/or technology.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7).

1. Prepares a wide variety of graphs, charts and maps to illustrate and provide comparative information on proposed projects and projects under construction; prepares and designs the format, page lay-outs and typography and executes various types of plain and color art work for a variety of publications.

2. Paints and draws illustrations for use of publicity releases; prepares a variety of illustrations for inclusion in departmental reports.

3. Does artistic hand-lettering and embossing; arranges displays of photographs and drawings for publicity; produces desktop lettering and designs; designs and executes exhibit panels of special projects.

4. May be assigned to drafting work in connection with the preparation of construction and landscape drawings and plans.

5. May set type for small printing press or be assigned to drafting and map work.

6. Takes a variety of photographs to illustrate various projects in reports and displays.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Good knowledge of: commercial or graphic art and drafting work; desktop publishing; drawing, painting, illustrating and drafting; the use of artist's drafting materials and equipment; various processes and techniques of effective presentation, design and layout work; typography for reports, formats, letterheads, brochures, posters and three-dimensional displays and exhibits.

Ability to: prepare a wide variety of artistic media as well as sketches, lettering, painting and drafting using computer technology or tools of the art.

Skill in: the use of drawing instruments, paints, brushes and similar materials and equipment.

ADOPTED: 1-12-61

AMENDED: 8-16-93

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

B CODE TITLE: GRAPHIC ARTIST

JOB CODE: 5322
Business Unit: COMM

DEFINITION: Under direction, is responsible for designing and preparing graphs, charts, posters, diagrams, final drawings, sketches, exhibits and photographs used in presentations, publications, multi-media and public information releases.

DISTINGUISHING FEATURES: Positions in Class 5322 are assigned to two distinct specialties: General and Forensic. Incumbents under the General specialty perform a variety of graphic artwork using photographs and computer hardware/software. Incumbents under the Forensic specialty perform the duties of a police sketch artist, along with related functions such as interviewing victims and preparing investigative reports.

SUPERVISION EXERCISED: None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

General Specialty:

1. Designs layouts of reports, brochures, bookmarks, booklists, logos, newsletters, posters, forms, signs, and other printed material and selects appropriate topography, color treatment and paper stock using computer systems, Desktop Publishing (DPT) illustration, web design, and photographic retouching software.
2. Performs specialized design, typesetting and pre-press work in connection with the preparation of presentation drawings, publications, multi-media, public information releases and similar media using computer-aided graphics.
3. Designs, executes and edits a variety of drawings and illustrations using computer-aided graphics.
4. Scans, manipulates and corrects photographic images to incorporate with Desktop Publishing (DPT) software.
5. Uses Desktop Publishing software and appropriate computer hardware to produce graphs, charts and maps.
6. Communicates and interacts with departmental staff, vendors, staff from printers, service bureaus and color houses to assure quality reproduction of project designs.
7. Prepares sketches, graphs, charts, posters, diagrams, final drawings, exhibits and photographs either from direct consultation with staff members or from rough sketches.
8. Performs related duties and responsibilities as assigned.

Forensic Specialty:

1. Creates freehand art sketches of victims and witnesses using composite art sketches as investigative tools to aid in the identification, apprehension and/or elimination of suspects, victims and witnesses; creates sketches, when possible, from surveillance videos and photographs and alters or modifies likenesses to aid in the identification of victim, witnesses or suspects.
2. Creates three-dimensional reconstruction (sculptures) from physical data of decomposed or partially decomposing human remains for the purposes of forensic identification.
3. Creates two-dimensional reconstruction (drawings) from decomposed or partially decomposing human skeletal remains for the purposes of forensic identification; creates two-dimensional age-progression as investigative tools for the identification/apprehension of missing children and/or wanted fugitives; refers of computer-aid programs and manuals such as those produced by the National Center for Missing and Exploited children.
4. Conducts interviews with crime victims and witnesses to create freehand drawings or sculptures of criminal suspects, following the ethics and special sensitivity guidelines outlined in the Mission Statement of the Forensic Art Unit.
5. Consults with criminal justice specialists and medical doctors to render likeness of suspects and victims.
6. Provides expert testimony on identification during criminal trials.

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JOB CODE TITLE: GRAPHIC ARTIST**JOB CODE: 5322****Business Unit: COMMN**

7. Creates small-scale models of crime scenes using computer-assisted architectural programs such as AutoCad and Architectural Desktop.
8. Works with the community on art projects designed to reduce violence and crime.
9. Prepares sketches, graphs, charts, posters, diagrams, final drawings, exhibits and photographs using rough sketches or in consultation with staff members to be used in court or in public presentations.
10. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:**General Specialty:**

Knowledge of: commercial art techniques and equipment; various graphic art processes, methods and techniques used in graphic design, drawing, illustration and drafting; typography.

Ability to: use desktop publishing and electronic software; apply graphic art processes, methods and techniques; plan, organize and complete graphic art projects within the deadline allotted; prepare a wide variety of artistic media as well as sketches, lettering, painting and drafting; interact effectively with a wide variety of individuals.

Forensic Specialty:

Knowledge of: drawing illustration and drafting techniques and methods; human anatomy drawing techniques

Ability to: render the human form based on verbal descriptions; prepare a wide variety of artistic media, as well as sketches, lettering, painting and drafting using software applications; conduct interviews with victims and witnesses; make victims and witnesses feel as comfortable and secure as possible; understand and carry out complicated oral instructions; prepare investigative reports and other documents.

EXPERIENCE AND TRAINING GUIDELINES:**General Specialty:**

Possession of an Associate in Arts degree (two year degree) from an accredited college or university with coursework in graphic art or design; and one (1) year of professional experience in graphic art or web design.

Forensic Specialty:

Possession of an Associate in Arts degree (two year degree) from an accredited college or university with coursework in graphic art or design; and one (1) year of professional experience as an artist specializing in human portraits of a diverse population.

EFFECTIVE DATE: October 7, 1968

AMENDED DATE: December 22, 2000

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITY PLANNING GRAPHICS AIDE

CODE: 5328

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs general drafting and design work in connection with city planning and zoning projects; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing drafting and design methods and procedures; maintaining and coding important city planning maps, charts and records; making occasional responsible contacts with other departmental personnel, contractors, business representatives, and the general public in connection with city planning plans, designs and zoning maps; gathering data and other information relative to the maintenance of records and preparation of departmental reports.

EXAMPLES OF DUTIES:

1. Delineates maps, plans, charts and posters in varied drafting and art media in the development of the master plan, including design of subdivisions, redevelopment areas, freeways, streets, shopping centers, urban renewal and other city planning projects, and prepares zoning maps.

2. Collects data in the field and from public and private agencies for making land use, circulation, appearance and zoning maps.

3. Makes ordinary working drawings, details and tracings relating to city planning: draws, traces, letters and colors a variety of maps, graphs, charts and similar materials: prepares photographic negatives and pictures for publication or public display: letters and prepares posters, signs and visual aids: interprets aerial photographs and corrects existing maps accordingly.

4. Explains plans for the general public: maintains, catalogues and keeps current files on maps, drawings and related records: assists in assembling material for reports, texts, pamphlets and other publications.

5. Computes land areas: develops geometrical designs, and designs legends for maps: prepares special page lay-outs, charts and statistical tables for special reports.

MINIMUM REQUIREMENTS:

Training and Experience: Requires completion of high school, supplemented by four years of responsible experience in drafting and design work in city planning, architecture, landscape architecture, landscape design, civil engineering or cartography; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires general knowledge of: the terms used in architecture, civil engineering and landscape architecture; arts, graphic art and city planning symbols, theory, details and drafting practices; drafting instruments and supplies; the city planning code and policies.

CLASS TITLE: CITY PLANNING GRAPHICS AIDE
(continued)

CODE: 5328

Requires considerable ability to: prepare accurate and complete city planning renderings, drawings and designs; apply city planning techniques and methods to the solution of important field and office problems.

Requires considerable skill and accuracy in: making city planning, architectural and civil engineering computation; the use of drawing and related instruments; graphic art work and the making of a variety of exhibits and prototype city planning models.

PROMOTIVE LINES:

To: 5330 City Planning Graphics Aide, Supervisor

From: Original entrance examination

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITY PLANNING GRAPHICS SUPERVISOR

CODE: 5330

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes and coordinates a graphics division of the Department of City Planning; performs difficult and responsible graphics design and drafting work; supervises subordinate drafting personnel; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is responsible for supervising all drafting and graphics services for the Department of City Planning and special graphics design projects as requested by other City departments. Assignments include preparation and maintenance of land use and zoning maps, designing department publications and preparing graphs, charts, visual aids, letterheads, signs, forms and labels. Positions report to an Assistant Director of Planning and supervise subordinate graphics staff.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Supervises, assigns, and directs the work of subordinate personnel in a graphics division of the Department of City Planning; coordinates the work with other divisions and other departments.

2. Reviews zoning, land use and other special purpose map preparation; maintains filing system for maps, drawings, related records, and official register of zoning ordinance map changes; may delineate the more complex and difficult maps, makes computations necessary for the accurate rendering of such maps.

3. Originates and directs layouts for reports, charts, graphs, forms, brochures, newsletters and mailers requiring the use of a variety of printing methods and color separation.

4. Writes printing specifications, orders reproduction work, and serves as liaison with City Reproduction Bureau and contract printers.

5. Collects data in the field and from City departments and other public and private agencies related to map and visual aid preparation.

6. Plans division budget, orders graphics supplies and equipment, maintains records of work production and hours and writes related reports.

7. Establishes performance standards for subordinate staff, evaluates job performance, provides training as needed.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

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CLASS TITLE: CITY PLANNING GRAPHICS SUPERVISOR

CODE: 5330

QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Comprehensive knowledge of: drafting procedures and theory, drafting instruments and supplies, principles of cartography, graphic arts design and layout, typography for reports and visual aids; and a general knowledge of architecture, civil engineering, visual arts and modern printing methods.

Ability to: prepare accurate and complete renderings and drawings; design layouts for publications, displays and exhibits; interpret statistical data to prepare effective graphic presentations; plan work schedules and meet deadlines; supervise the work of subordinate staff; deal tactfully and effectively with department staff, other city departments and the public; make mathematical computations, acquire a working knowledge of the city planning code and related departmental policies; learn new methods of graphics production and design.

Skill in the use of drawing and related instruments.

RETITLED AND AMENDED: 10-17-77

AMENDED: 9-2-86
#0107b

CLASS TITLE: JUNIOR ARCHITECTURAL DRAFTSMAN

CODE: 5334

CHARACTERISTICS OF THE CLASS:

Under supervision, performs beginning level architectural drafting work in the office and field in connection with the preparation of architectural renderings and preliminary and working drawings of a variety of building construction, maintenance and conversion projects; and performs related duties as required.

Requires normal responsibility for: following established architectural design and drafting methods and procedures; making routine contacts with departmental personnel, contractors representatives in connection with design and drafting activities; gathering, preparing and maintaining ordinary technical records relative to architectural drafting matters.

EXAMPLES OF DUTIES:

1. Prepares lay-outs and drawings of members, portions of structures and component parts of structures; prepares ordinary working drawings of alterations and additions to existing structures.

2. Prepares ordinary architectural renderings of a variety of building and construction projects.

3. Makes field inspections of existing structures in order to detect errors in planning and obtaining information for future planning of construction.

4. Assists in the preparation of contract specifications and cost estimates for the construction or conversion of buildings and similar projects.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least four years of progressively responsible architectural design and drafting experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of architectural symbols, theory and drafting practices and the use of drafting instruments and supplies; good knowledge of mathematics and its application to architectural design and drafting problems;

Requires ability to: apply architectural principles in the solution of ordinary architectural design and drafting problems; prepare accurate architectural renderings and drawings; make ordinary mathematical computations.

Requires skill and accuracy in making architectural computations; skill and neatness in the use of drawing instruments.

PROMOTIVE LINES:

To: Architectural Draftsman and City Planning Draftsman

From: Original Entrance Examination



CLASS TITLE: ARCHITECTURAL DRAFTSMAN

CODE: 5336

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs ordinary architectural drafting work in the field and office in connection with the preparation of preliminary and final architectural plans and designs for the construction, maintenance and conversion of public buildings; may exercise limited supervision over subordinate personnel engaged in such work; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing architectural design and drawings techniques and methods; making occasional responsible contacts with other departmental personnel, contractors and business representatives in connection with the preparation of architectural designs and plans; gathering, preparing and maintaining technical data and information relative to the preparation of architectural designs and plans.

EXAMPLES OF DUTIES:

1. Prepares preliminary drawings, plans, elevations and sections for a variety of building construction and maintenance projects; calculates dimensions and develops component parts of plans and evaluations of sections.
2. Calculates quantities and prepares estimates of work performed by contractors relative to partial payments.
3. Checks shop drawings for conformance with approved drawings, designs and specifications; checks construction sites and verifies information necessary to the completion of preliminary working drawings.
4. Assists in coordinating architectural drawing and design work with structural, electrical and mechanical components of various projects.
5. Assists in the preparation of complex contract specifications and documents.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of progressively responsible architectural design and drawing experience, preferably including some supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: architectural terms, symbols, theory, details and drafting practices; drafting instruments and supplies; laws, ordinances and regulations applicable to building construction, maintenance and repair.

Requires considerable ability to: prepare accurate and complete architectural renderings, drawings and designs; apply architectural techniques and methods to the solution of practical field and office problems.

CLASS TITLE: ARCHITECTURAL DRAFTSMAN (continued)

CODE: 5336

Requires skill and accuracy in making architectural computations; considerable skill in the use of drawing instruments.

PROMOTIVE LINES:

To: Senior Architectural Draftsman

From: Junior Architectural Draftsman

CLASS TITLE: SENIOR ARCHITECTURAL DRAFTSMAN

CODE: 5338

CHARACTERISTICS OF THE CLASS:

Under direction, performs difficult and responsible architectural design and drafting work in connection with the investigation of building sites, preparation of preliminary and final working designs and drawings, and the preparation of related specifications for a variety of building construction, maintenance and conversion projects; may plan, assign and supervise the work of subordinate drafting personnel engaged in such work; and performs related duties as required.

Requires responsibility for: carrying out, coordinating and enforcing existing architectural design techniques and methods with the various departments involved in the preparation of final design plans and specifications; making regular contacts with other departments, outside organizations and representatives in furnishing and obtaining information necessary to the design and construction of architectural projects; preparing, checking and reviewing important detailed and complex architectural data and information necessary to the designing of various projects.

EXAMPLES OF DUTIES:

1. Prepares and supervises the preparation of preliminary plans and detailed drawings for a wide variety of complex construction, conversion and repair projects.

2. Develops finished designs of ordinary projects and portions of designs for highly complex projects.

3. Analyzes and interprets calculations, sketches and designs and provides technical assistance to subordinate architectural draftsmen engaged in such work.

4. Prepares and assists in the preparation of contract specifications for various projects; coordinates design activities with those responsible for the structural, mechanical and electrical design phases of such projects; participates in conferences and discussions relative to designs, specifications and functional use problems.

5. Makes field inspections of proposed projects and projects under construction in connection with designing activities; renders prospective drawings of proposed buildings for approval by appropriate agencies.

6. Makes quantity and cost estimates; checks shop drawings and material samples proposed for substitution to determine if contract specifications are complied with.

7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible architectural design, drafting and inspectional experience, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

CLASS TITLE: SENIOR ARCHITECTURAL DRAFTSMAN
(continued)

CODE: 5338

Knowledge, Abilities and Skills: Requires comprehensive knowledge of architectural terms, symbols, theory, details and designing practices; considerable knowledge of architectural site development; graphic arts and the techniques of drawing and use of drawing instruments.

Requires considerable ability to: initiate, prepare and review architectural plans, specifications and estimates; apply architectural design principles and techniques in the solution of complex and technical architectural problems.

Requires unusual skill in the application of architectural theory to practical design and construction problems; considerable skill in the use of drawing instruments.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Architectural Draftsman

SAN FRANCISCO CIVIL SERVICE COMMISSION

(RETITLED AND AMENDED)

CLASS TITLE: MECHANICAL ENGINEERING ASSISTANT I

CODE: 5342

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs technical engineering work in the preparation of simple mechanical drawings and tracings, diagrams, charts and plans; performs a variety of routine office tasks in connection with such work; makes routine mathematical computations; and performs related duties as required.

Requires responsibility for: Following established drafting and office procedures; preparing and maintaining routine records and reports relative to the preparation of drawings and tracings of a mechanical nature.

EXAMPLES OF DUTIES:

1. Makes simple tracings and drawings of maps, plates, charts and designs of mechanical lay-outs; makes simple revisions of drawings and tracings.
2. May make routine field checks in connection with the preparation of drawings.
3. Makes simple mathematical calculations in the preparation of drawings and tracings; assists in proofreading specifications.
4. Prepares simple tabulations and reports of tests on components of mechanical installations.
5. Indexes and maintains files, plans, drawings and blueprints; may operate a variety of equipment in duplicating and reproducing plans, designs and drawings.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school with courses in mechanical drawing or some closely related field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Nomenclature and drafting symbols and the use of drafting instruments and supplies; some knowledge of mathematics and its application to drafting problems.

Requires ability to: Prepare neat and accurate tracings and drawings; make simple mathematical computations.

Requires skill and neatness in the use of drawing instruments.

PROMOTIVE LINES:

To : 5344 Mechanical Engineering Assistant II
5352 Electrical Engineering Assistant II
5362 Civil Engineering Assistant II

From: Original entrance examination

AMENDED: 12/18/72

(Retitles class 5342 Junior Mechanical Draftsman)



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: MECHANICAL ENGINEERING
ASSISTANT**

**JOB CODE: 5344
Business Unit: COMMN**

Definition:

Under supervision, the Mechanical Engineering Assistant applies technical engineering/drafting techniques in the preparation of contract drawings and other graphic material using computer-aided drafting (specifically AutoCAD) and/or manual drafting methods and checking for accuracy and compliance with drafting standards; collects and calculates field/departmental data for the preparation of designs and drawings; and makes preliminary checks and reviews drawings to assure accuracy, engineering sufficiency, and conformance to specifications.

Distinguishing Features:

The Mechanical Engineering Assistant is distinguished from the 5346 Mechanical Engineering Associate I by the latter's higher level of responsibility.

Supervision Exercised:

None.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Prepares piping and HVAC (heating, ventilation, and air conditioning) contract drawings and other graphic material using AutoCAD and checks for accuracy and compliance with mechanical engineering drafting standards.
2. Prepares piping and HVAC contract drawings and other graphic materials using manual drafting methods and checks for accuracy and compliance with mechanical engineering drafting standards.
3. Collects and calculates field and departmental data needed for the preparation of designs and drawings.
4. Makes preliminary checks and reviews drawings to assure accuracy, engineering sufficiency, and conformance to specifications.
5. Assists in the preparation of cost and quantity estimates for engineering projects.
6. Processes contractor construction shop submittals through logging, transcribing, and filing of materials.
7. Indexes, reproduces, and maintains files, drawings, and computer data bases.
8. Makes trigonometric and other mathematical computations in the course of drafting work.
9. Operates and replaces consumables on equipment to produce drawings in the course of drafting work.
10. Responds to inquiries and requests for information from the general public, contractors, and other agencies.
11. May drive a vehicle to and from work sites.
12. Performs related duties as required.

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**JOB CODE TITLE: MECHANICAL ENGINEERING
ASSISTANT**

**JOB CODE: 5344
Business Unit: COMMN**

Job-related and Essential Qualifications:

Knowledge of: drafting including the standard techniques, standards, nomenclature, and symbols used in the preparation of contract drawings and other graphic material.

Ability to: perform manual drafting and computer-aided drafting (using AutoCAD) in the preparation of drawings; use mathematical functions to solve drafting and design problems; write reports, forms, and other information; communicate orally with the general public, other city personnel, and contractors in a clear and understandable manner.

Experience and Training Guidelines:

1. Two years of experience using computer-assisted drafting (specifically AutoCAD) to prepare engineering drawings and other engineering graphic material.
2. Possession of a valid driver license.

Amended and Retitled: 12/18/72

Amended and Retitled: 11/10/00

Reason for Amendment and Retitlement:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: MECHANICAL ENGINEERING
ASSOCIATE I**

**JOB CODE: 5346
Business Unit: COMMN**

Definition:

Under general supervision, the Mechanical Engineering Associate I performs difficult technical engineering work in the preparation of contract drawings and other graphic material using computer-aided drafting (specifically AutoCAD) and/or manual drafting methods and checking for accuracy and compliance with drafting standards; checks the work of others; and makes preliminary checks and reviews engineering documents and drawings to assure accuracy, engineering sufficiency, and conformance to specifications.

Distinguishing Features:

The Mechanical Engineering Associate I is distinguished from Mechanical Engineering Assistant by its higher level of responsibility including overseeing/supervising work of others and design functions. It is distinguished from the Mechanical Engineering Associate II by the latter's responsibility for full supervision and management.

Supervision Exercised:

May supervise the work of others.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Prepares contract drawings and other graphic material using AutoCAD and checks for accuracy and compliance with civil engineering drafting standards.
2. Prepares contract drawings and other graphic material using manual drafting methods and checks for accuracy and compliance with civil engineering drafting standards.
3. Checks the drafting work of others.
4. Conducts engineering investigations and collects and calculates field/departmental data for the preparation of designs and drawings.
5. Makes preliminary checks and reviews engineering documents and drawings to assure accuracy, engineering sufficiency, and conformance to specifications.
6. Assists in the preparation of cost and quantity estimates for engineering projects.
7. Processes and/or reviews submittals from contractors, utilities, and others.
8. Indexes, reproduces, and maintains files, drawings, and computer data bases.
9. Makes trigonometric and other engineering computations in the course of performing work.
10. Operates and replaces consumables on equipment to produce drawings and other documents.
11. Responds to inquiries and requests for information from the general public, contractors, and other agencies.
12. Plans, assigns, schedules, oversees, and evaluates the work of subordinate employees.
13. Prepares written reports, correspondence, and specifications.
14. Explains and enforces engineering design methods and procedures.

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**JOB CODE TITLE: MECHANICAL ENGINEERING
ASSOCIATE I**

JOB CODE: 5346

15. May drive a vehicle to and from work sites.
16. Performs related duties as required.

Job-related and Essential Qualifications:

Knowledge of: drafting including techniques, standards, nomenclature, and symbols used in the preparation of contract drawings and other graphic material.

Ability to: perform manual and/or computer-aided drafting (specifically AutoCAD) in the preparation of drawings; use mathematical functions to solve drafting and design problems; write reports, forms, and other information; communicate orally with the general public, other city personnel, and contractors in a clear and understandable manner; process and/or review submittals from contractors, utilities, and others; supervise the work of subordinate personnel; and use computer design tools (such as third party software).

Experience and Training Guidelines:

1. Four years of verified mechanical technical engineering experience, at least two years of which must have been in a position with duties comparable to those of Class 5344 Mechanical Engineering Assistant.
2. Most positions require a valid driver license.

Amended and Retitled: 12/18/72

Amended: 11/10/00

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(RETITLED AND AMENDED)

CLASS TITLE: ELECTRICAL ENGINEERING ASSISTANT I

CODE: 5350

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs technical engineering work in the preparation of simple electrical drawings and tracings, diagrams, charts and plans; performs a variety of routine office tasks in connection with such work; makes routine mathematical computations; and performs related duties as required.

Requires responsibility for: Following established drafting and office procedures; preparing and maintaining routine records and reports relative to the preparation of drawings and tracings of an electrical nature.

EXAMPLES OF DUTIES:

1. Makes simple tracings and drawings of maps, plates, charts and designs of electrical lay-outs; makes simple revisions of drawings and tracings.
2. May make routine field checks in connection with the preparation of drawings.
3. Makes simple mathematical calculations in the preparation of drawings and tracings; assists in proofreading specifications.
4. Modifies existing plans of lighting systems and circuits.
5. Indexes and maintains files, plans, drawings and blueprints; may operate a variety of equipment in duplicating and reproducing plans, designs and drawings.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school with courses in mechanical drawing or some closely related field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Nomenclature and drafting symbols and the use of drafting instruments and supplies; some knowledge of mathematics and electricity and its application to drafting problems.

Requires ability to: Prepare neat and accurate tracings and drawings; make simple mathematical computations.

Requires skill and neatness in the use of drawing instruments.

PROMOTIVE LINES:

To : 5344 Mechanical Engineering Assistant II
5352 Electrical Engineering Assistant II
5362 Civil Engineering Assistant II

From: Original entrance examination

AMENDED: 12/18/72

(Retitles class 5350 Junior Electrical Draftsman)



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: ELECTRICAL ENGINEERING
ASSISTANT**

**JOB CODE: 5352
Business Unit: COMMN**

Definition:

Under supervision, the Electrical Engineering Assistant applies technical engineering/drafting techniques in the preparation of contract drawings and other graphic material using computer-aided drafting (specifically AutoCAD) and/or manual drafting methods and checking for accuracy and compliance with drafting standards; collects and calculates field/departmental data for the preparation of designs and drawings; and makes preliminary checks and reviews drawings to assure accuracy, engineering sufficiency, and conformance to specifications.

Distinguishing Features:

The Electrical Engineering Assistant is distinguished from the 5354 Electrical Engineering Associate I by the latter's higher level of responsibility.

Supervision Exercised:

None.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Prepares power, control, and wiring contract drawings and other graphic material using AutoCAD and checks for accuracy and compliance with electrical engineering drafting standards.
2. Prepares power, control, and wiring contract drawings and other graphic materials using manual drafting methods and checks for accuracy and compliance with electrical engineering drafting standards.
3. Collects and calculates field and departmental data needed for the preparation of designs and drawings.
4. Makes preliminary checks and reviews drawings to assure accuracy, engineering sufficiency, and conformance to specifications.
5. Assists in the preparation of cost and quantity estimates for engineering projects.
6. Processes contractor construction shop submittals through logging, transcribing, and filing of materials.
7. Indexes, reproduces, and maintains files, drawings, and computer data bases.
8. Makes trigonometric and other mathematical computations in the course of drafting work.
9. Operates and replaces consumables on equipment to produce drawings in the course of drafting work.
10. Responds to inquiries and requests for information from the general public, contractors, and other agencies.
11. May drive a vehicle to and from work sites.
12. Performs related duties as required.

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**JOB CODE TITLE: ELECTRICAL ENGINEERING
ASSISTANT**

**JOB CODE: 5352
Business Unit: COMMN**

Job-related and Essential Qualifications:

Knowledge of: drafting including the standard techniques, standards, nomenclature, and symbols used in the preparation of contract drawings and other graphic material.

Ability to: perform manual and computer-aided drafting (using AutoCAD) in the preparation of drawings; use mathematical functions to solve drafting and design problems; write reports, forms, and other information; communicate orally with the general public, other city personnel, and contractors in a clear and understandable manner.

Experience and Training Guidelines:

1. Two years of experience using computer-aided drafting (specifically AutoCAD) to prepare engineering drawings and other engineering graphic material.
2. Possession of a valid driver license.

Amended and Retitled: 12/18/72

Amended and Retitled: 11/10/00

Reason for Amendment and Retitlement:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: ELECTRICAL ENGINEERING
ASSOCIATE I**

**JOB CODE: 5354
Business Unit: COMM**

Definition:

Under general supervision, the Electrical Engineering Associate I performs difficult technical engineering work in the preparation of contract drawings and other graphic material using computer-aided drafting (specifically AutoCAD) and/or manual drafting methods and checking for accuracy and compliance with drafting standards; checks the work of others; and makes preliminary checks and reviews engineering documents and drawings to assure accuracy, engineering sufficiency, and conformance to specifications.

Distinguishing Features:

The Electrical Engineering Associate I is distinguished from Electrical Engineering Assistant by its higher level of responsibility for overseeing/supervising work of others and design functions. It is distinguished from the Electrical Engineering Associate II by the latter's responsibility for full supervision and management.

Supervision Exercised:

May supervise the work of others.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Prepares contract drawings and other graphic material using AutoCAD and checks for accuracy and compliance with civil engineering drafting standards.
2. Prepares contract drawings and other graphic material using manual drafting methods and checks for accuracy and compliance with civil engineering drafting standards.
3. Checks the drafting work of others.
4. Conducts engineering investigations and collects and calculates field/departmental data for the preparation of designs and drawings.
5. Makes preliminary checks and reviews engineering documents and drawings to assure accuracy, engineering sufficiency, and conformance to specifications.
6. Assists in the preparation of cost and quantity estimates for engineering projects.
7. Processes and/or reviews submittals from contractors, utilities, and others.
8. Indexes, reproduces, and maintains files, drawings, and computer data bases.
9. Makes trigonometric and other engineering computations in the course of performing work.
10. Operates and replaces consumables on equipment to produce drawings and other documents.
11. Responds to inquiries and requests for information from the general public, contractors, and other agencies.
12. Plans, assigns, schedules, oversees, and evaluates the work of subordinate employees.
13. Prepares written reports, correspondence, and specifications.
14. Explains and enforces engineering design methods and procedures.

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**JOB CODE TITLE: ELECTRICAL ENGINEERING
ASSOCIATE I**

JOB CODE: 5354

15. May drive a vehicle to and from work sites.
16. Performs related duties as required.

Job-related and Essential Qualifications:

Knowledge of: drafting including techniques, standards, nomenclature, and symbols used in the preparation of contract drawings and other graphic material.

Ability to: perform manual and/or computer-aided drafting (specifically AutoCAD) in the preparation of drawings; use mathematical functions to solve drafting and design problems; write reports, forms, and other information; communicate orally with the general public, other city personnel, and contractors in a clear and understandable manner; process and/or review submittals from contractors, utilities, and others; supervise the work of subordinate personnel; and use computer design tools (such as third party software).

Experience and Training Guidelines:

1. Four years of verified electrical technical engineering experience, at least two years of which must have been in a position with duties comparable to those of Class 5352 Electrical Engineering Assistant.
2. Most positions require a valid driver license.

Amended and Retitled: 12/18/72

Amended: 11/10/00

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DRAFTING TECHNICIAN TRAINEE

CODE: 5359

CHARACTERISTICS OF THE CLASS:

Under immediate supervision and in the capacity of a trainee, learns the skills required to do drafting work, starting with a basic introduction to equipment and techniques, and progressing to performing elementary drafting and tracing work with regular checks on performance, a maximum of supervision and control, and close watch over all specific duties in the preparation of simple drawings, diagrams, charts and plans. Engages in on-the-job training and participates in a related educational program to help the trainee perform drafting work.

Requires responsibility for: Following established methods and procedures, and well-defined instructions; both oral and written, attending prescribed education program and performing related duties as required.

EXAMPLES OF DUTIES:

1. Receives training in the operation of drafting equipment, blueprint machines, copying machines, duplicating machines and other office machines.
2. As a trainee, learns office techniques and procedures.
3. Learns fundamentals of drafting in order to make simple tracings of maps, charts, plates and designs.
4. Learns to index and maintain files, plans, drawings and blueprints.
5. May assist draftsmen in routine field checks and compiling field information and data.

MINIMUM QUALIFICATIONS:

Persons appointed to positions in this classification must be within the category of those for whom the Economic Opportunity Act or other similar Federal and State legislation is intended to benefit.

Training and Experience: Requires completion of 11th grade and completion of the orientation period established by the California State Employment Service.

Knowledge, Abilities and Skills: Requires aptitude to learn drafting work.

Requires ability to: Learn to follow oral and written instructions; to adapt to conditions and requirements of the Engineering Departments.

PROMOTIVE LINES:

From: Original entrance examination
To : 5360 Civil Engineering Assistant I

ADOPTED: April 14, 1969

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

(RETITLED AND AMENDED)

CLASS TITLE: CIVIL ENGINEERING ASSISTANT I

CODE: 5360

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs technical engineering work in the preparation of simple drawings and tracings, diagrams, charts and plans; performs a variety of routine office tasks in connection with such work; makes routine mathematical computations; and performs related duties as required.

Requires responsibility for: Following established drafting and office procedures; preparing and maintaining routine records and reports relative to the preparation of drawings and tracings.

EXAMPLES OF DUTIES:

1. Prepares simple tracings and drawings of maps, plates, charts and designs; makes simple revisions of drawings and tracings.
2. May make routine field checks in connection with the preparation of drawings.
3. Makes simple mathematical calculations in the preparation of drawings and tracings; assists in proofreading specifications.
4. Indexes and maintains files, plans, drawings and blueprints; may operate a variety of equipment in duplicating and reproducing plans, designs and drawings.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school with courses in mechanical drawing or some closely related field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Nomenclature and drafting symbols and the use of drafting instruments and supplies; some knowledge of mathematics and its application to drafting problems.

Requires ability to: Prepare neat and accurate tracings and drawings; make simple mathematical computations.

Requires skill and neatness in the use of drawing instruments.

PROMOTIVE LINES:

To : 5344 Mechanical Engineering Assistant II
5352 Electrical Engineering Assistant II
5362 Civil Engineering Assistant II

From: Original entrance examination

AMENDED: 12/18/72

(Retitles class 5360 Junior Civil Draftsman)



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: CIVIL ENGINEERING ASSISTANT

JOB CODE: 5362

Business Unit: COMMN

Definition:

Under supervision, the Civil Engineering Assistant applies technical engineering/drafting techniques in the preparation of contract drawings and other graphic material using computer-aided drafting (specifically AutoCAD) and/or manual drafting methods and checking for accuracy and compliance with drafting standards; collects and calculates field/departmental data for the preparation of designs and drawings; and makes preliminary checks and reviews drawings to assure accuracy, engineering sufficiency, and conformance to specifications.

Distinguishing Features:

The Civil Engineering Assistant is distinguished from the 5364 Civil Engineering Associate I by the latter's higher level of responsibility.

Supervision Exercised:

None.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Prepares traffic, trackway, roadway, underground infrastructure, and/or structural contract drawings and other graphic material using AutoCAD and checks for accuracy and compliance with civil engineering drafting standards.
2. Prepares traffic, trackway, roadway, underground infrastructure, and/or structural contract drawings and other graphic materials using manual drafting methods and checks for accuracy and compliance with civil engineering drafting standards.
3. Collects and calculates field and departmental data needed for the preparation of designs and drawings.
4. Makes preliminary checks and reviews drawings to assure accuracy, engineering sufficiency, and conformance to specifications.
5. Assists in the preparation of cost and quantity estimates for engineering projects.
6. Processes contractor construction shop submittals through logging, transcribing, and filing of materials.
7. Indexes, reproduces, and maintains files, drawings, and computer data bases.
8. Makes trigonometric and other mathematical computations in the course of drafting work.
9. Operates and replaces consumables on equipment to produce drawings in the course of drafting work.
10. Responds to inquiries and requests for information from the general public, contractors, and other agencies.
11. May drive a vehicle to and from work sites.
12. Performs related duties as required.

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JOB CODE TITLE: CIVIL ENGINEERING ASSISTANT

JOB CODE: 5362

Business Unit: COMMN

Job-related and Essential Qualifications:

Knowledge of: drafting including the standard techniques, standards, nomenclature, and symbols used in the preparation of contract drawings and other graphic material.

Ability to: perform manual and computer-aided drafting (using AutoCAD) in the preparation of drawings; use mathematical functions to solve drafting and design problems; write reports, forms, and other information; communicate orally with the general public, other city personnel, and contractors in a clear and understandable manner.

Experience and Training Guidelines:

1. Two years of experience using computer-assisted drafting (specifically AutoCAD) to prepare engineering drawings and other engineering graphic material.
2. Possession of a valid driver license.

Amended and Retitled: 12/18/72

Amended and Retitled: 11/10/00

Reason for Amendment and Retitlement:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: CIVIL ENGINEERING ASSOCIATE I

JOB CODE: 5364

Business Unit: COMMN

Definition:

Under general supervision, the Civil Engineering Associate I performs difficult technical engineering work in the preparation of contract drawings and other graphic material using computer-aided drafting (specifically AutoCAD) and/or manual drafting methods and checking for accuracy and compliance with drafting standards; checks the work of others; and makes preliminary checks and reviews engineering documents and drawings to assure accuracy, engineering sufficiency, and conformance to specifications.

Distinguishing Features:

The Civil Engineering Associate I is distinguished from Civil Engineering Assistant by its higher level of responsibility for overseeing/supervising work of others and design functions. It is distinguished from the Civil Engineering Associate II by the latter's responsibility for full supervision and management.

Supervision Exercised:

May supervise the work of others.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Prepares contract drawings and other graphic material using AutoCAD and checks for accuracy and compliance with civil engineering drafting standards.
2. Prepares contract drawings and other graphic material using manual drafting methods and checks for accuracy and compliance with civil engineering drafting standards.
3. Checks the drafting work of others.
4. Conducts engineering investigations and collects and calculates field/departmental data for the preparation of designs and drawings.
5. Makes preliminary checks and reviews engineering documents and drawings to assure accuracy, engineering sufficiency, and conformance to specifications.
6. Assists in the preparation of cost and quantity estimates for engineering projects.
7. Processes and/or reviews submittals from contractors, utilities, and others.
8. Indexes, reproduces, and maintains files, drawings, and computer data bases.
9. Makes trigonometric and other engineering computations in the course of performing work.
10. Operates and replaces consumables on equipment to produce drawings and other documents.
11. Responds to inquiries and requests for information from the general public, contractors, and other agencies.
12. Plans, assigns, schedules, oversees, and evaluates the work of subordinate employees.
13. Prepares written reports, correspondence, and specifications.
14. Explains and enforces engineering design methods and procedures.

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15. May drive a vehicle to and from work sites.
16. Performs related duties as required.

Job-related and Essential Qualifications:

Knowledge of: drafting including techniques, standards, nomenclature, and symbols used in the preparation of contract drawings and other graphic material.

Ability to: perform manual and/or computer-aided drafting (specifically AutoCAD) in the preparation of drawings; use mathematical functions to solve drafting and design problems; write reports, forms, and other information; communicate orally with the general public, other city personnel, and contractors in a clear and understandable manner; process and/or review submittals from contractors, utilities, and others; supervise the work of subordinate personnel; and use computer design tools (such as third party software).

Experience and Training Guidelines:

1. Four years of verified mechanical technical engineering experience, at least two years of which must have been in a position with duties comparable to those of Class 5362 Civil Engineering Assistant.
2. Most positions require a valid driver license.

Amended and Retitled: 12/18/72

Amended: 11/10/00

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: STREET ASSESSMENT COORDINATOR

CODE: 5365

CHARACTERISTICS OF THE CLASS:

Under direction, performs difficult and responsible technical and administrative work in connection with the planning, programing, and administration of projects done under assessment proceedings; coordinates departmental activities relating to street improvement projects; and performs related duties as required.

Requires responsibility for: Interpreting, coordinating and carrying out existing methods and procedures relative to the administration of assessment projects; making regular contacts with other departmental personnel, neighborhood organizations, property owners and the general public in connection with the interpretation and explanation of assessment projects; preparing specialized and technical correspondence, legislation, information, and reports related to assessment projects.

EXAMPLES OF DUTIES:

1. Prepares planning schedules and budget requests for assessment projects.
2. Prepares for, and conducts informal property owners' meetings and represents Bureau of Engineering at formal hearings.
3. Conducts correspondence relative to assessment projects.
4. Determines assessment district and the amount of assessment upon each property owner and the amount of city contribution.
5. Prepares all documents and materials necessary to be presented to the Board of Supervisors as prescribed by Article 6 of the Public Works Code.
6. Prepares and compiles bids on assessment projects and recommends their acceptance or rejection.
7. Determines and prepares final assessment for presentation to the Board of Supervisors.
8. Supervises subordinate personnel in the preparation of assessment diagrams, calculation of the final quantities, and preparation of street improvement bonds.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by at least 12 years of progressively responsible experience in civil engineering work, including at least 3 years of responsible administrative and supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Theory, practices, and procedures relative to assessment proceedings.

Requires considerable ability to: Initiate and prepare correspondence, legislation, and documents relative to projects done under assessment proceedings.

PROMOTIVE LINES: No normal lines of promotion.

ADOPTED: 1/24/72

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: ENGINEERING ASSOCIATE II

**JOB CODE: 5366
Business Unit: COMMN**

Definition:

Under general direction, works with engineers and drafting personnel in the areas of civil, electrical, or mechanical engineering; prepares and supervises the preparation of engineering plans, specifications, and documents; reviews, checks, and/or approves submittals, including permits.

Distinguishing Features:

The Engineering Associate II is the highest level technical engineering job code in the City. It is distinguished from the next lower level, the three Engineering Associate I job codes (5364 Civil Engineering Associate I, 5346 Mechanical Engineering Associate I, and 5354 Electrical Engineering Associate) by the increased level of responsibility and complexity of duties.

Supervision Exercised:

Engineering Associate II's may supervise other personnel including clerical and technical staff.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list

1. Prepares and assists in the preparation of plans and drawings using manual and computer-aided equipment in the areas of civil, mechanical, and electrical engineering.
2. Performs and checks basic engineering calculations in connection with plans, drawings, and specifications.
3. Collects and verifies engineering field data through research and investigation.
4. Reviews, checks, processes, and/or approves/denies submittals of contractors, consultants, and others, including plans, specifications, product data, construction methods, and permits.
5. Explains and interprets City codes and contract requirements orally and in writing to customers including contractors, consultants, the Board of Supervisors, community groups, other city departments, and the general public.
6. Acts as a liaison with utility companies and city departments to coordinate street and building work.
7. Prepares technical reports and legislation such as survey site assessment, construction inspection, pavement management, excavation coordination, and permit tracking.
8. Prepares costs estimates and quantity lists for projects.
9. Prepares, manages, and maintains records and documents including logs and data bases.
10. Plans, assigns, monitors, and evaluates the work of subordinate personnel; includes completing performance evaluations.
11. Drives a vehicle to work sites and meetings.

JOB CODE TITLE: ENGINEERING ASSOCIATE II

JOB CODE: 5366
Business Unit: COMMN

12. Develops and implements procedures and trains staff to improve work products and output.
13. Assists in the processing and management of construction and procurement contracts.

Job-related and Essential Qualifications:

Knowledge of: Engineering design and construction including civil, mechanical, and/or electrical engineering methods and procedures, office procedures, routine engineering calculations, and applicable codes and regulations.

Ability to: Prepare designs using drafting tools and equipment including AutoCAD; communicate orally with a variety of people in a clear and understandable manner; communicate effectively in writing including preparing reports and correspondence; supervise subordinate personnel by prioritizing, planning, assigning, monitoring, and evaluating work; relate effectively with a variety of people.

Experience and Training Guidelines:

1. Six years of verifiable technical experience in the preparation of designs and drafting of plans and specifications for civil, mechanical, and/or electrical engineering projects, of which at least two years must have been in a position(s) with duties equivalent to one of the following job codes: 5346 Mechanical Engineering Associate I, 5354 Electrical Engineering Associate I, or 5364 Civil Engineering Associate I.

AND

2. Possession of a valid California Driver License.

Note:

Some positions in this job code require proficiency in computer-aided drafting (AutoCAD).

Effective Date: 9/17/73.

Amended Date: 11/29/99

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

CLASS TITLE: COST ESTIMATOR

CODE: 5370

CHARACTERISTICS OF THE CLASS:

Under direction, performs difficult and responsible estimating work in the analysis of probable construction methods of various public work projects; makes detailed estimates of cost of all work involved; and performs related duties as required.

Requires responsibility for: interpreting and carrying out existing methods and procedures in relation to preparation of cost estimates and analyses; making regular contacts with other departmental personnel and outside contractors in connection with various project cost estimates; accumulating, assembling and preparing detailed and complex work cost analyses.

EXAMPLES OF DUTIES:

1. Analyzes various construction methods for a wide variety of public works construction projects, and prepares detailed estimates of the probable cost of such projects.
2. Compiles final cost estimates and checks same against final specifications as advertised for bid.
3. Consolidates partial estimates and unit prices on material and equipment provided by other bureaus into final cost estimates; prepares and checks cost estimates for extra work required on various public works projects.
4. Reviews and compiles a variety of construction cost data to serve as basic information in making detailed construction cost estimates.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil engineering.

Requires four years of progressively responsible field and office experience in a wide variety of construction projects, preferably including substantial experience in engineering cost estimating; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: construction methods, materials and procedures; higher mathematics; the principles and practices of engineering cost estimating.

Requires considerable ability to: read and interpret plans, drawings and specifications; deal effectively and courteously with contractors and other personnel; analyze intended construction projects and prepare detailed and concise estimates and reports on such projects.

Requires considerable skill in the application of construction practices and theory to the preparation of cost estimates:

CLASS TITLE. COST ESTIMATOR (continued)

CODE. 5300

PROMOTIVE LINES:

To: Associate Civil Engineer

From: Assistant Civil Engineer
Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

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CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT - ENGINEERING
SAN FRANCISCO JUNIOR COLLEGE DISTRICT

CODE: 5383

CHARACTERISTICS OF THE CLASS:

Under direction, performs and is responsible for skilled technical work in a college engineering laboratory in construction and preparation of laboratory models, demonstration equipment and teaching aids; maintains, repairs, and modifies equipment; and performs related duties as required.

Requires responsibility for: Demonstrating initiative and ingenuity in developing teaching aids and preparing other materials for the use of instructors; the management and improvement of functions relating to the use of laboratory equipment; enforcing proper and efficient use and handling of laboratory equipment, supplies and materials; frequent contact with teachers, students and other departmental personnel.

EXAMPLES OF DUTIES:

1. Assists instructors in setting up and dismantling laboratory demonstration equipment.
2. Establishes and maintains equipment and supplies, inventory records and assists in ordering supplies and equipment.
3. Supervises laboratory assistants; arranges work schedules and assigns work; trains new assistants.
4. Makes and/or fabricates instructional aids.
5. Sharpens cutters and tools as required.
6. Maintains service shop for Engineering Department.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires an associate degree in engineering technology or equivalent.

Knowledge, Abilities, and Skills: Requires a knowledge of: The principles, practices and procedures of engineering laboratory operations in the electrical and mechanical areas; the equipment and supplies used therein; and relevant technical language.

Requires the skill and ability to: Operate, maintain, and repair specialized tools and equipment as needed; interpret job orders and follow written and oral instructions; supervise and direct the work of others; keep records and prepares related reports.

PROMOTIVE LINES:

To : No normal lines of promotion

From: Original entrance examination

ADOPTED: 10/26/70



(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TECHNICAL INSTRUCTIONAL ASSISTANT,
ELECTRONICS TECHNICIAN

CODE: 5384

CHARACTERISTICS OF THE CLASS:

Under general direction is responsible for the construction, maintenance and calibration of machine shop electronic and electro-mechanical equipment; develops and fabricates instructional aids; maintains supply and equipment inventory records in the electrical, electronic and mechanical engineering technology areas; and performs operationally related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are called upon to exercise sound judgment and have an extensive knowledge of the subject matter field, as well as the policies and procedures of the engineering department and physics department. Incumbents are responsible for supervision of laboratory support activities.

EXAMPLE OF DUTIES:

1. Assists instructors in setting up and dismantling laboratory demonstration equipment.
2. Maintains and repairs mechanical engineering devices and electronic test instruments and other related equipment.
3. Supervises laboratory assistants; arranges work schedules and assigns work; trains new assistants.
4. Maintains file of manufacturers' product information, catalogues, application notes, and instruction manuals for instructors and students.
5. Orders electronic and mechanical supplies, equipment and parts and keeps inventory records.
6. Designs and/or fabricates instructional aide and test power supplies and various digital and linear circuits; fabricates equipment using metal lathes, milling machines, weldors, sheet metal cutters.

DESIRABLE QUALIFICATIONS:

Training and Experience: An Associate Degree in Electronics or Electrical-Mechanical Engineering Technology. Minimum of two years as Electronic Technician or equivalent; or an equivalent combination of training and experience. Certification as Junior Engineering Technician desirable.

Knowledge, Abilities and Skills: Requires a knowledge of: the principles, practices, and procedures of engineering laboratory operations in the electrical and mechanical areas; the equipment and supplies used therein; relevant technical language, and laboratory safety procedures.

Requires the skill and ability to: operate, maintain, and repair specialized tools and equipment as needed; interpret job orders and follow written and oral instructions; handle and store toxic materials and flammable liquids used in fabrication of printed circuit boards; supervise and direct the work of others, keep records and prepare related reports.

NOTE: This class is exempt from examination under the provisions of Charter Section 8.300 (a) (2)

ADOPTED: 1-7-80

ABOLISHES: 5383 Technical Instructional Assistant, Engineering



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: DIRECTOR OF COMMUNITY DEVELOPMENT

CODE: 5402

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, organizes and directs the coordination of programming activities of various city departments and agencies involved with federally-assisted projects and private housing organizations; plans, supervises, and coordinates the development of the city's community development plan; directs the implementation of a comprehensive development strategy, including housing; serves as principal assistant to the Deputy for Development in coordinating both intergovernmental and intragovernmental development policies; performs related duties as required.

Requires major responsibility for: Developing and coordinating community development activities for federally-assisted programs; making high-level personal contacts dealing with representatives of local, state and federal and private agencies and organizations for implementing the city's community development program; analyzing and documenting surveys and legislation relative to community development; preparing reports on program progress and development; providing staff assistance to the Mayor on related matters.

EXAMPLES OF DUTIES:

1. Plans, directs and administers the development and implementation of a community development plan.
2. Maintains liaison with the Department of City Planning in the completion of work authorized by the federally-funded 701 grant or other federal programs.
3. Establishes and maintains close liaison with city development agencies, including the Bureau of Building Inspection, Department of City Planning, San Francisco Housing Authority and San Francisco Redevelopment Agency to promote effective working relationships among these agencies and between these agencies and the Mayor's Office.
4. Plans, prepares and coordinates various city policies and programs related to community development.
5. Makes public appearances before governmental bodies, agencies and private organizations to explain and discuss community development activities and program plans.
6. Directs, supervises and provides technical assistance to subordinate staff.
7. Analyzes, reviews and evaluates staff input to insure fulfillment of the Office of Community Development's objectives and goals; prepares detailed and complex reports for review by the Mayor's Deputy for Development.
8. Advises the Mayor and his Deputy for Development on issues related to community development; acts as city representative in the preparation of the Annual Arrangements contract or other such agreement required for the receipt of federal funds.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, preferably with major course work in city planning, political science, public administration, sociology or a closely related field. A post-graduate degree is desirable.

Requires six years of progressively responsible experience in dealing with community renewal or development projects, including responsible program development, coordination and supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: Overall physical, social and economic conditions in the city; goals of urban renewal and housing programs; the Master Plan of San Francisco; governmental agencies in the city and the interrelationship of their respective authority and responsibility.

Requires unusual ability to: Plan, organize and direct the work of subordinate employees; analyze and interpret data pertaining to community development activities; speak effectively and write clearly and concisely; analyze and interpret federal laws

CLASS TITLE: DIRECTOR OF COMMUNITY DEVELOPMENT

CODE: 5402

MINIMUM QUALIFICATIONS: (contd)

and administrative regulations in this field; recommend policies and programs concerning development and urban renewal matters; deal courteously and effectively with the press, general public, governmental officials, professional and technical persons and others; coordinate the objectives of the city's overall community development program with various city departments and governmental agencies.

ADOPTED: 8/14/72

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: SPECIAL ASSISTANT FOR PROGRAM DEVELOPMENT

5404
CODE: ~~5405~~

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, coordinates the research, planning and implementation of comprehensive development strategies for the city; coordinates research into possible uses of federal assistance, including such programs as urban renewal, public housing, Federally-Assisted Code Enforcement, housing subsidies and rehabilitation loans and grants; develops strategies for the implementation of the city's housing policies as established in the Plan for Residence, and other elements of the city comprehensive plan; assists in coordinating the work and policies of the Citizens Committee for Community Development with on-going operational community development programs of the city; performs related duties as required.

Requires major responsibility for: Developing, coordinating and implementing comprehensive development strategies for the city; making continuing personal contacts with representatives of governmental, civic, business and private organizations interested in community development for the exchange of information and discussions of city policies; submitting recommendations to various federally-assisted and private organizations regarding the implementation of city development strategies; negotiating city contracts with appropriate federal agencies; monitoring citizen involvement structures and organizations.

EXAMPLES OF DUTIES:

1. Coordinates the planning research and implementation of community development strategies; assists the director in the preparation of the annual community development plan, including coordinating the work of the staffs of the city's community development agencies.
2. Maintains liaison with city departments and agencies involved in community development, including the Bureau of Building Inspection, Departments of City Planning and Recreation and Park, San Francisco Housing Authority, and San Francisco Redevelopment Agency.
3. Coordinates the research and analysis of other agency and departmental inputs affecting the implementation of the Residence Section and other elements of the city's comprehensive plan.
4. Negotiates city contracts, including the Workable Program and the Annual Arrangements with appropriate federal agencies; monitors the Annual Arrangements, or other annual contracts between the city and the U.S. Department of Housing and Urban Development.
5. Maintains contact with the Citizens Committee for Community Development, neighborhood groups and civic organizations in the city for the purpose of exchanging information concerning the development of the annual community development plan.
6. Makes public appearances before governmental bodies, agencies and private organizations regarding matters of community development.
7. Provides technical assistance to staff.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major work in the area of city planning, or a closely related field. A post-graduate degree in city planning is desirable.

Requires five years work experience in the area of development programming, housing, urban renewal; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of housing, relocation, urban renewal, and code enforcement; the Master Plan of San Francisco; social and economic conditions and practices affecting development in San Francisco.

Requires the ability to plan, organize, and implement policies and programs;

CLASS TITLE: SPECIAL ASSISTANT FOR PROGRAM DEVELOPMENT

5404
CODE: ~~5405~~

MINIMUM QUALIFICATIONS: (contd)

analyze and interpret data; write technical and narrative reports; deal effectively with governmental and private organizations.

ADOPTED: 8/14/72

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: SPECIAL ASSISTANT FOR PROGRAM COORDINATOR

CODE: 5406

CHARACTERISTICS OF THE CLASS:

Under general direction, coordinates and assists in the preparation of city policies and programs in community development; coordinates staff work for the Interagency Committee on Urban Renewal; prepares and maintains information relating to city policies on community development issues; represents the Director of Community Development before various public boards and commissions; maintains liaison with the federal and state legislative representatives regarding proposed and existing legislation; reviews and drafts legislative proposals at the local, state and federal level; maintains liaison with various city agencies involved in community development; performs related duties as required.

Requires major responsibility for: Assisting the director in the development and coordination of community development activities for federally-funded programs; making high-level personal contacts dealing with representatives of governmental and private agencies and organizations for the purpose of implementing the city community development program; analyzing and interpreting data relative to community development; assisting the director in preparing clear and concise reports on program progress and development; preparing staff reports concerning a variety of programs and projects.

EXAMPLES OF DUTIES:

1. Assists the Director of Community Development in preparing statements of city policy to be presented before various public boards and commissions; coordinates city policies and programs concerning overall community development.

2. Maintains liaison with the Department of City Planning, Bureau of Building Inspection, San Francisco Housing Authority and San Francisco Redevelopment Agency to establish a method for exchanging data necessary to plan and implement an effective community development program.

3. Coordinate the exchange of information between the city and regional, state and federal agencies.

4. Prepares on a regular basis a statement indicating the extent of local participation in federally-financed programs, indicating the size of grants, local share, and anticipated schedules for each project; prepares staff reports on new legislation, status of the city's participation on various public boards and commissions and of federally-financed projects in San Francisco.

5. Prepares procedures to direct the process whereby city agencies make application to federal agencies.

6. Provides technical assistance to staff in the gathering, analysis and interpretation of data as well as the formulation of recommendations.

7. Make public appearances before governmental bodies, agencies and private organizations regarding matters of community development.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree in city planning, economics, political science, business or public administration, or a related field. A post-graduate degree is desirable.

Requires five years of responsible experience in an administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of overall physical, social and economic conditions of San Francisco; goals of urban renewal and housing programs; the Master Plan of San Francisco; governmental agencies in the city and the interrelationship of their respective authority and responsibility.

Requires the ability to plan, organize, supervise and review the work of subordinate employees; analyze and interpret data pertaining to community development problems;

CLASS TITLE: SPECIAL ASSISTANT FOR PROGRAM COORDINATION

CODE: 5406

MINIMUM QUALIFICATIONS: (contd)

coordinate the designing, analyzing, writing and editing of research studies, surveys, and reports; speak effectively and write clearly and concisely; coordinate community deveopment activities among the office of Community Development, federally-assisted agencies and governmental agencies.

ADOPTED: 8/14/72

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCE**

JOB CODE TITLE: COORDINATOR OF CITIZEN INVOLVEMENT JOB CODE: 5408

DEFINITION:

Under general direction, provides basic support to the Public Utilities Commission Customer Service Bureau; directs various aspects of public information and public participation in projects and activities throughout the City; provides staff assistance to the Citizens Advisory Committee on Wastewater Management and other related committees or groups such as the Southeast Community Facility Commission (SEFC). The Coordinator of Citizen Involvement directs and coordinates all citizen participation and public information activities related to all water, power and sewer projects; ensures timely dissemination of information to the public; ensures citizen participation and involvement throughout the various stages of projects; develops and maintains an effective communication system designed to respond to citizen complaints; prepares agendas, reports and documents; represents the Department before City officials.

SUPERVISION EXERCISED:

Supervises a professional staff in the public affairs section.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 5408 Coordinator of Citizen Involvement and are not intended to be an inclusive list.

1. Directs and coordinates citizen participation and public information activities related to all Public Utilities projects.
2. Develops and distributes public information materials, including audio visual materials, brochures, and reports; insures timely dissemination of information to the public and maximum citizen participation and involvement throughout the various stages of projects from inception to completion; maintains records and files to meet all government agency requirements.
3. Develops and maintains an effective communication system designed to solicit citizen attitudes and needs for the purpose of planning and resolution.
4. Provides staff assistance to the Citizen Advisory Committee and other related committees or groups, including advisory committees set up to guide the direction of various new projects.
5. Recommends specific programs and activities to facilitate the goals and objectives of developing and maintaining citizen participation in PUC activities.
6. Represents the PUC Customer Service Bureau before other City officials, including the Mayor and the Board of Supervisors, community groups and leaders, State and Federal officials, on matters pertaining to citizen involvement in projects and programs.
7. Supervises a professional staff in the Public Affairs section, oversees the section's budget, plans and directs tours of PUC facilities, reviews technical reports and correspondence to assess public impact and prepares responses to public inquiries and complaints.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: the methods and procedures to coordinate citizen involvement; federal, state and local laws and regulations; methods and procedures relating to disseminating information via print, electronic and other media.

Ability to: organize the development and implementation of plans; meet timelines for projects; analyze and interpret data; deal tactfully, persuasively and effectively to achieve positive results with management and subordinate personnel, City-wide personnel and the general public; supervise, monitor, plan, assign, direct and review activities of a professional staff.

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**JOB CODE TITLE: COORDINATOR OF CITIZEN
INVOLVEMENT**

JOB CODE: 5408

Skill in: oral communication: active listening and giving clear, concise verbal presentations of ideas and facts before various commissions, boards and groups; written communication: writing reports, notices and minutes; oral and written interpretation of projects.

EXPERIENCE AND TRAINING GUIDELINES:

1. Possession of a Bachelor's degree from an accredited college or university. Emphasis in public administration, public relations, political science, business, or journalism is desired; AND
2. Three (3) years verified experience directing or coordinating community relations/public affairs programs; OR
3. An equivalent combination of education and experience totaling seven (7) years.

Note: Additional experience as described in #2 above may be substituted for the educational requirement on a year-for-year basis.

Effective Date: 8/14/72

Amended Date: 11/5/99

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: INTERGOVERNMENTAL AFFAIRS COORDINATOR

CODE: 5410

CHARACTERISTICS OF THE CLASS:

Under general direction, assists the Special Assistant for Program Coordination in the coordination of city policies and programs in community development; provides staff assistance to the Inter-Agency Committee on Urban Renewal; prepares and maintains information on community development relating to the policies and deliberations of regional special-purpose agencies; assists in the development of criteria for judging federal and state-assisted programs submitted to the Office of Community Development for review; maintains liaison through the Special Assistant for Program Coordination, with regional, state and federal agencies and their counterpart local agencies; performs related duties as required.

Requires responsibility for: Assisting the Special Assistant for Program Coordination in the development of review procedures for the Office of Community Development; preparing clear and concise reports on city policy concerning proposed actions by regional special purpose agencies; analyzing and interpreting data relative to the progress and experience of community development projects; preparing staff reports, memoranda and correspondence; maintaining files on all projects coming to the Office of Community Development for review.

EXAMPLES OF DUTIES:

1. Assists the Special Assistant for Program Coordination in preparing statements of city policy to be presented before various public boards and commissions.
2. Maintains liaison through the Special Assistant for Program Coordination with city development agencies in facilitating the exchange of data necessary for evaluation of community development programs, including the Bureau of Building Inspection, Department of City Planning, City Demonstration Agency, San Francisco Housing Authority and San Francisco Redevelopment Agency.
3. Prepares background information and compiles policy statements of regional special-purpose agencies.
4. Develops and maintains files to include policy statements and the minutes of meetings of regional special-purpose agencies, including the Bay Area Air Pollution Control District, Water Quality Control Board, Association of Bay Area Governments, Bay Conservation and Development Commission and California Council on Criminal Justice.
5. Assists in the preparation of procedures to direct the processes whereby city agencies make application to federal agencies.
6. Prepares on a regular basis statements reviewing and commenting on anticipated actions of regional special-purpose agencies.
7. Maintains contact with governmental bodies, agencies and private organizations regarding matters of community development as directed by the Special Assistant for Program Coordination.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree in city planning, economics, political science, business or public administration, or a related field. A post-graduate degree is desirable.

Requires three years of responsible experience in an administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Overall physical, social and economic conditions of San Francisco; goals of urban renewal, housing and model cities programs; evaluation procedures and criteria for judging community development programs; governmental agencies both in the city and the region.

Requires the ability to analyze and interpret data pertaining to community de-

CLASS TITLE: INTERGOVERNMENTAL AFFAIRS COORDINATOR

CODE: 5410

MINIMUM QUALIFICATIONS: (contd)

velopment problems; evaluate the progress and effectiveness of federally-assisted programming; prepare research studies, surveys and reports; speak effectively and write clearly and concisely.

ADOPTED: 8/14/72

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: PLANNING COORDINATOR

CODE: 5412

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, serves as a principal assistant in the formulation, coordination and implementation of both comprehensive plans and area plans; gathers, analyzes and interprets planning data; gathers and maintains extensive information on all federal community development programs that have applicability to both the planning and implementation phases of the planning process; maintains liaison with the Mayor's Office of Community Development and with citizen groups, city administrators, federal, state and regional agencies, and officials of other jurisdictions to assure maximum coordination between the plans and programs of the Department of City Planning and the programs of other groups, agencies and individuals; and performs related duties as required.

Requires responsibility for: Conducting independent studies of supervising difficult and complex studies resulting in specific comprehensive or area plans and programs; preparing and maintaining important professional and technical records and reports concerning the implementation of specific comprehensive or area plans or programs; maintaining contact with federal and state agencies which administer grant-in-aid programs relevant to comprehensive planning or area planning; assisting in the preparation of any annual contract or agreement between the City and County and the U.S. Department of Housing and Urban Development; continuing personal contact with responsible representatives of government, civic and business organizations and the general public in connection with the explanation and interpretation of comprehensive planning and area planning plans and programs.

EXAMPLES OF DUTIES:

1. Assists the Director of Planning in coordinating the implementation of the Plan for Residence, Plan for Transportation, and Urban Design Plan, the South Bayshore Plan and the Northern Waterfront Plan, and in the formulation and implementation of other such amendments to the City's Master Plan.
2. Designs, studies, compiles, analyzes, evaluates and prepares reports on the more complex and difficult technical, social, economic and physical data for projects related to overall community development plans for the city in general; collects, analyzes, correlates and presents difficult statistical data and complex policy statements involved in preparation of the community development program.
3. Provides detailed information on Housing and Urban Development-assisted programs and assists the Director of Planning in applying for and negotiating contracts with Housing and Urban Development.
4. Maintains liaison with the Office of Community Development to establish a method for exchange of data and policy statements necessary to plan and implement an effective community development program.
5. Provides technical assistance to staff.
6. Makes public appearances before governmental bodies, agencies and private organizations regarding Comprehensive Planning and Area Planning plans and programs.

CLASS TITLE: PLANNING COORDINATOR

CODE: 5412

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree. Postgraduate work in city planning, sociology, economics, political science, business or public administration, or a related field is desirable.

Requires five years of responsible work experience in the area of planning, housing, urban renewal, public administration; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: The policies, programs, purposes and scope of Comprehensive Planning and Area Planning programs; statistical and research methods and the sources of information and data relating to community development programs in San Francisco; governmental agencies in the city and the inter-relationship of their respective authority and responsibility.

Requires the ability to: Plan, organize, supervise and review the work of employees; analyze and interpret data pertaining to community development; coordinate the designing, analyzing, writing and editing of research studies, surveys and reports; speak effectively and write clear and concise technical reports; coordinate assigned activities with other agencies of the city, particularly the Office of Community Development; deal effectively with the general public, governmental officials, professional and technical persons and employees.

ADOPTED: August 14, 1972

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: COORDINATOR, OPEN SPACE AND PARK RENOVATION

CODE: 5414

CHARACTERISTICS OF THE CLASS:

Under direction, plans, coordinates and administers a program of open space acquisition and park renovation; advises the top management of the Recreation and Park Department with respect to the acquisition of open space sites such as hilltops, shorelines or other areas; analyzes community needs in this respect; maintains liaison with community groups and with other agencies such as the Department of City Planning; represents the Recreation and Park Department before community groups, legislative bodies and other interested groups; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position classification involves responsibility for the administration of a program of open space acquisition and park renovation to be carried out in accordance with established City planning objectives. The class is distinguished from City Planning classifications by its specialization in planning for the recreational needs of the City.

EXAMPLES OF DUTIES:

1. Plans, coordinates and administers the Open Space and Park Renovation Program with particular responsibility for advising and assisting in the formulation of policies and procedures relating to open space acquisition and park renovation; prepares budgetary materials; represents the department before legislative bodies; boards and commissions on open space and park renovation programs and issues; coordinates activities with other appropriate City agencies, such as City Planning, Real Estate, Controller and Mayor's Office of Community Development.
2. Conducts meetings with advisory councils in various recreation districts, neighborhood groups and other interested organizations to determine needs, preferences, and priorities for recreational site acquisition, renovation and maintenance.
3. Maintains liaison with the City Planning Department in planning for the acquisition of open space for development and maintenance.
4. Collects and compiles pertinent data for the General Manager's Annual Report to the Joint Commission.
5. Coordinates and develops effective work relationships with the Real Estate Department in appraising land for renovation, with the Department of Public Works in procuring accurate project costs, and with the Controller's Office for authorized expenditures for specific renovation projects.
6. Functions as Executive Secretary to the Citizens Open Space and Park Renovation Committee.
7. Gathers and evaluates a variety of data related to the potential development or renovation of recreational lands; prepares detailed written recommendations thereon for the consideration of Recreation and Park Department management.

CLASS TITLE: COORDINATOR, OPEN SPACE AND PARK RENOVATION

CODE: 5414

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree.

Requires six years of progressively responsible experience in City or Regional planning, environmentally-oriented public agencies, recreation and park administration, landscape architecture or land acquisition; such experience must have included working effectively with community groups or environmentally-oriented organizations with respect to planning or environmental programs and activities; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the principles, practices, purposes, scope and techniques of various phases of City Planning, public administration and municipal government.

Requires considerable ability to: study, evaluate and make sound recommendations on open space acquisition, renovation of existing parks and recreation facilities and on the development and maintenance of acquisition of open spaces; speak and write effectively; conduct meetings with departmental personnel, representatives of outside agencies and neighborhood groups or organizations; deal effectively and courteously with various individuals and organizations interested in open space acquisition and park renovation; establish and maintain cooperative working relationships with the general public, city departments and departmental personnel.

PROMOTIVE LINES:

TO: No normal line of promotion

FROM: To be determined

ADOPTED: 11-17-75

NEW CLASS

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**5502 Project Manager I
5504 Project Manager II
5506 Project Manager III
5508 Project Manager IV**

Definition:

Under administrative direction, the Project Manager plans, organizes, directs and controls all or part of a highly complex engineering and/or architectural project from concept through design and construction to closeout of the project contract. The position is responsible for: preparing and monitoring the project budget, including occasionally obtaining funding; overseeing the completion of conceptual design; overseeing planning activities; coordinating work of a multi-disciplinary technical staff across organizational boundaries; working extensively with the public, private contractors, special interest groups, governmental funding and regulatory agencies, and City and County departments; coordinating EIR processes and/or obtaining permits; controlling project cost and schedule; reviewing change orders; serving as primary contact for all parties involved in the project; and other duties as required. The Project Manager may be responsible for a number of projects, but a significant portion of the position's time must be spent in management of projects that meet the criteria below.

A project is a temporary endeavor undertaken to create a unique product or service. The Project Manager class is used for projects which meet the following general criteria: They are at a substantial dollar level; they continue over a multi-year period; they require significant involvement in negotiation and consensus-building among a variety of interested individuals and groups; they may involve unusual or unique construction or fabrication methods; and they are generally highly visible and of great interest to elected officials.

Distinguishing Features:

There are four levels in the Project Manager series. Levels are distinguished from one another by size / value, technical complexity, sensitivity and degree of involvement by the public and governmental agencies. Project Managers are distinguished from engineers and architects in that engineers and architects are typically responsible for the technical aspects of a project, or for construction management, but not usually involved in the broader range of coordination, oversight, negotiation, presentation, public information, financial analysis, conflict resolution and management functions of the Project Manager. Project Managers may supervise other Project Managers and technical staff.

Project Manager I

Size / value – Approximately \$5 to \$30 million

Technical complexity - A single component employing standard techniques; a substantial renovation of an existing facility or system; two or more disciplines

Sensitivity - Completion is not essential to continued functioning of department; could be deferred (although not indefinitely); no significant consequences if not completed on time.

Degree of involvement by interested parties - Multiple contacts, but not unusually controversial; PM provides information and explains but may not need to persuade, negotiate, or defend beyond normal working out of differences. Routine environmental and other permitting, routine interactions with other government agencies and City departments.

Project Manager II

Size / value – Approximately \$20 to \$75 million

Technical complexity - A single component employing non-standard techniques, or a large number of ordinary components; three or more disciplines

Sensitivity - Firm completion requirements; delay would cause difficulty for department functioning; little interconnection with other projects.

Degree of involvement by interested parties - Multiple contacts, expected to be somewhat controversial; PM may need to convince regulatory agencies or public interest groups of worth and wisdom of project; interaction with departments not generally contacted.

Project Manager III

Size / value – Approximately \$50 to \$150 million

Technical complexity - Multi-component project, or project of significant size with high level of technical complexity, or major part of a very large city-wide project; four or more technical disciplines

Sensitivity - Urgent project affecting health or economic well-being of City; cannot fall behind schedule without impact on other projects.

Degree of involvement by interested parties - High degree of political sensitivity and visibility; PM may be making statements for media, obtaining controversial permits, dealing with public interest groups; unique environmental permits or preservation of historical buildings may be involved; agencies have oversight with potential to stop or hold up work.

Supervision - May supervise other Project Managers and technical or support staff

Project Manager IV

Size / value - At least \$100 million

Technical complexity - Very large city-wide project over long time period with many component parts or a major component of a very large project, high level of technical complexity; four or more technical disciplines

Sensitivity - Project vitally affects health or economic well-being of City; completion on schedule is crucial.

Degree of involvement by interested parties - Extremely politically sensitive, highly volatile, complicated funding and permitting process
Supervision - May supervise other Project Managers and technical staff; reports to department head, high level deputy or high level elected official

Job Related and Essential Qualifications:

Knowledge of: technical aspects of architectural, civil, mechanical, electrical, structural, and geotechnical engineering design and specifications; financing, estimating and budgeting, including planning and estimating, calculating overhead, design and construction costs; working knowledge of various funding sources and restrictions; legal requirements for City projects; regulations and regulatory agencies and commissions affecting planning, zoning, design and construction; requirements of final bid packages; construction management techniques and practices.

Ability to: schedule and budget complex capital projects; develop and enforce work statements; monitor, review and revise job orders, schedules and budgets; monitor and track project progress and expenditures and implement cost controls; use computer-based project management systems; work effectively in a team environment; understand and communicate to others the larger context in which the project is being completed; negotiate and resolve contract disputes; maintain client-contractor relationships; make effective presentations to clients and the community; and communicate effectively with the public, community groups, the media, other City departments, agencies, and private contractors.

Experience and Training Guidelines: Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

Project Manager I

Bachelor's degree in architecture, engineering or planning plus four years of responsible architectural, engineering or construction management experience, OR
A bachelor's degree in another field plus six years of responsible experience in a field directly related to the project, OR
Eight years of architectural, engineering, or construction management experience in a field directly related to the project, OR
California registration as professional engineer or architect

Project Manager II

Same as Project Manager I plus two additional years of project coordination experience

Project Manager III and IV

Same as Project Manager II plus two additional years of experience of project coordination experience for major architectural, engineering or construction projects

Professional training in project management is desirable and may be a requirement in some departments.

Essential duties require the following physical skills and work environment: Work is performed in the office and in the field, involving attendance at meetings in the community and visits to construction sites, which may be in remote locations. Some assignments may require driving and/or extensive night or weekend work.

Adopted: October 21, 1985

Amended effective: November 9, 1998

Reason for amendment: To reflect changes in the concept and practice of project management (i.e., current project types and dollar amounts).

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: UTILITY ANALYST (Deep Class)

CODE: 5601

Business Unit: COMM

Definition: Under immediate supervision, performs entry-level to journey-level duties in the following areas: assisting in monitoring of compliance with policy directives, regulations, laws and contracts; assisting in preparing, reviewing, updating and coordinating operating schedules and plans; assisting with the administration of wholesale and retail contracts; assisting in conducting a wide variety of analyses, studies and projects; assisting in development of operating, financial and capital plans; maintaining, reconciling and analyzing data related to section activities; compiling and keeping records; preparing simple correspondence and reports.

Distinguishing Features: This is the entry to journey level in a Professional/Supervisory/Management class series. The class operates under the immediate supervision of the Utility Specialist, lead worker or unit supervisor. Work is performed and decisions are made within established operational guidelines or procedures. Working interactions are with others at similar levels within the organization, external peers, the general public, utilities, public agencies, customers, suppliers, and others for the purposes of obtaining information and answering routine questions.

The 5601 Utility Analyst learns the basic concepts of utility operations, planning and analysis. As experience is gained, some independence to deviate from established procedures may be permitted. For example, the analyst may assume increasing responsibility for monitoring compliance with regulatory, contractual and other operational constraints and maintaining, reviewing and reconciling a variety of computer reports and logs.

Positions in Class 5601 Utility Analyst are distinguished from those in Class 5602 Utility Specialist in that incumbents in Class 5602 Utility Specialist are advanced journey-level and exercise a higher level of responsibility and independence in all aspects of the job, especially with respect to conducting contract negotiations; performing complex studies and analyses; developing near- and long term operating, financial and capital plans; and managing a variety of analytical and planning studies, projects and programs.

Supervision Exercised: May exercise technical supervision over support personnel.

Examples of Important and Essential Duties: According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Assists with monitoring operations to ensure compliance with policy directives, regulations, laws and contracts.
2. Directly conducts simple analyses and studies related to market risk; price sensitivity; technical, market or economic feasibility of wholesale and retail business opportunities; contract performance; operating performance; and other studies as assigned. Provides assistance in more complex studies and analyses.
3. Assists with the preparation and implementation of near- and long-term operating, financial and capital plans.

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JOB CODE TITLE: UTILITY ANALYST (Deep Class)

CODE: 5601

Business Unit: COMM

4. Performs legal, regulatory and market research to support business development and negotiations.
5. Maintains detailed operating records, sales and purchase transactions, wholesale and retail rates and trends, budget variance reports, and other reports as needed.
6. Generates computerized and other reports to document historical performance and market trends.
7. Assists in development of analytical and predictive models.
8. Provides technical support on a wide variety of studies and projects, including: policy and procedural reviews; market and operations planning; capital and operating budgets; management reporting; statistical analyses; forecasting; contract negotiations; and other tasks as assigned.

Job Related and Essential Qualifications:

Knowledge of: basic statistical and analytical concepts and techniques; computer applications related to the work; record keeping principles and practices.

Ability to: read, interpret and apply complex written documents; independently conduct research; learn technical concepts, laws, regulations and business practices applicable to the section's activities; perform financial and statistical analyses; record, organize, analyze and interpret diverse operating and other data; write simple reports; establish and maintain effective working relationships with those contacted in the course of the work.

Experience and Training Guidelines:

Possession of a baccalaureate degree from an accredited college or university preferably with major course work in Law, Engineering, Environmental Studies, Natural Resources, Computer Science, Business Administration, Mathematics, Statistics, Economics or other field related to the utility business.

SUBSTITUTION: Qualifying experience may be substituted for the degree requirement on a year-for-year basis.

License or Certificate: Specified positions may require possession of a valid Class C driver license.

Effective Date: 11/13/00

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

JOB CODE TITLE: UTILITY SPECIALIST (Deep Class)

JOB CODE: 5602

Business Unit: COMMN

Definition: Under direction, independently conducts complex studies and analyses; develops analytical models and systems; independently conducts contract negotiations; develops and implements seasonal and long-term operating, financial and capital plans; develops and implements operational goals and procedures; manages and administers wholesale and retail contracts, projects and programs; conducts infrastructure planning for new service territories; provides training of analysts and technical personnel; serves as a technical expert.

Distinguishing Features: This is the advanced journey level in a Professional/Supervisory/Management class series. This class operates under the direction of the Water and Power Resource Manager, Program Manager I or other unit/bureau division manager. The work frequently requires interpretation of complex regulations, laws, policies, procedures and guidelines, and the development of recommendations consistent with established policies and directives. Decisions frequently require application of sophisticated analytical procedures and techniques to complex, multi-disciplinary problems. Working relationships are diverse and include contacts with high-level positions in regulatory agencies and utility companies as well as with City policymakers and senior management. The purpose of most of the working relationships is to provide technical advice and direction, solve problems, negotiate and administer contracts, monitor compliance and advocate for the department and the City's constituents.

Positions in Class 5602 Utility Specialist are distinguished from those in Class 5634 Water and Power Resource Manager in that incumbents in Class 5602 Utility Specialist are advanced journey level positions within the divisions where incumbents in Class 5634 Water and Power Resource Manager are responsible for the overall management of the section.

Supervision Exercised: Supervises Utility Analysts and other technical staff.

Examples of Important and Essential Duties: According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.

1. Monitors operations to ensure compliance with policy directives, laws, regulations and contractual constraints.
2. Develops analytical and predictive models; conducts technical and economic feasibility evaluations of proposed capital projects; incorporates results of analyses into cost/benefit assessments; conducts a wide variety of analytical studies related to assessment of operational effectiveness, financial and market risk, price sensitivity, and other complex studies as assigned.
3. Develops and implements seasonal, monthly and multi-year operating, financial and capital plans.
4. Directly negotiates large seasonal and yearly contracts, rates and service terms; provides negotiation support on division-wide multi-year contracts; establishes rate policies and negotiating parameters for short-term purchase and sale transactions and agreements.
5. Identifies operational constraints and develops, evaluates or recommends policies and procedures to improve operations, mitigate risks, increase revenues and decrease costs.
6. Develops training programs to implement policies and programs; trains analysts, technicians and other personnel on policies, procedures and compliance issues.

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JOB CODE TITLE: UTILITY SPECIALIST (Deep Class)

JOB CODE: 5602

Business Unit: COMMN

7. Writes a variety of documents including reports; work plans; general correspondence; operating, financial and marketing plans; program descriptions; operating procedures and policy recommendations; meeting minutes; documentation of forecast methodologies and model assumptions; legal and regulatory interpretations and issues; and other types of written documents as needed to support the diverse work activities assigned to this class.
8. Develops, implements and maintains database systems for hydrologic, water supply, power operations, marketing, energy consumption and other data.
9. Supervises Utility Analysts and provides technical support and expertise for assigned specialty area.
10. Supervises the preparation of section operating and capital budgets, including revenue and expense forecasts and analyses and reporting of variances.

Job Related and Essential Qualifications:

Knowledge of: basic concepts and terminology related to utility operations and analyses; resource efficiency; laws and regulatory rules pertaining to section activities; concepts of water and power systems; market characteristics; statistical analysis concepts and techniques; computer applications related to the work; basic contract administration principles; record keeping principles and practices.

Ability to: independently conduct complex analytical studies; develop and implement operating, financial and capital plans; conduct resource optimization; develop and employ complex analytical models; interpret and apply regulations, contracts and policy directives; use computer database and report generation software to create management and other reports; instruct others in work procedures; review, maintain and reconcile accurate records and files; use independent judgement within established policies; translate technical terms and concepts for non-technical users; establish and maintain effective working relationships with those contacted in the course of the work.

Experience and Training Guidelines:

1. Possession of a baccalaureate degree from an accredited college or university preferably with major course work in Law, Engineering, Environmental Studies, Natural Resources, Computer Science, Business Administration, Mathematics, Statistics, Economics or other field related to the utility business;
AND
2. Four years of verifiable journey level work experience in one or more of the following areas: water supply management and planning; power operations planning and scheduling; analysis, interpretation and application of utility contracts and regulations in either water, power (electric and/or natural gas), telecommunications, or a clean water program; utility market and environmental analysis and planning; power supply and transmission rates and contracts; generation, transmission or distribution planning and design; or long term utility systems planning.

SUBSTITUTION: Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.

License or Certificate: Specified positions may require possession of a valid Class C driver license.

Effective Date: 11/13/00

SAN FRANCISCO CIVIL SERVICE COMMISSION

DOCUMENT NO. 12, 11

CLASS TITLE: ENERGY SPECIALIST

NOV 9 1988

CODE: 5606

CHARACTERISTICS OF THE CLASS:

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Under general supervision, performs difficult and detailed technical and professional work related to the administration and implementation of assigned projects of the municipal, residential or commercial energy conservation programs; performs complex responsible and varied technical services and analytical research, prepares reports; serves in a resource capacity to other city agencies; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are the journey level in this series and are distinguished by specific responsibility for a variety of projects within a program. Positions at this level differ from the higher level in that the latter have overall responsibility for a major program of the Public Utilities Commission Bureau of Energy Conservation.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Researches, analyzes and implements energy research projects in the public and private sector, including data collection and report preparation.
2. Prepares the budget for assigned municipal, residential or commercial energy conservation projects, including analyzing replacement or construction costs, cost savings and payback times; prepares budgets for research projects.
3. Seeks and obtains approval for contracts through appropriate city agencies; assists in the review, preparation and tracking of contracts, including on-going monitoring of budgeted expenditures, and oversight of work completed and payment schedules.
4. Participates in and performs energy audits of City buildings and facilities; gathers data on energy utilization in such facilities; analyzes City agency energy bills and makes cost projections, using computerized auditing system; prepares recommendations and reports based on audit findings.
5. Consults with other agencies involved in energy conservation projects, provides technical support, review and resources to city agencies engaged in energy conservation programs.
6. Responsible for the preparation of work plans, presentation of progress reports and the preparation of final project documentation.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars....Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: A good working knowledge of: principles, practices, trends, terminology and physical sciences involved in energy conservation and utilization in buildings and energy systems; applicable regulatory codes and laws relating to energy development and conservation; social, economic and environmental implications of energy programs.

Ability to: work as a team with other staff; work productively and communicate effectively with other public or private agencies; analyze data and present ideas and technical information effectively both orally and in writing.

ADOPTED: 10-17-88

#4026c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR ENERGY SPECIALIST

CODE: 5608

CHARACTERISTICS OF THE CLASS:

Under general direction of the Manager, Bureau of Energy Conservation, serves as a program manager responsible for the daily management and administration of a major energy conservation program; supervises subordinate staff; provides technical resources for energy management to City agencies; establishes policies and priorities within work program assigned; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the senior position in the Energy Specialist series and is distinguished by its administrative and management responsibility for a major energy program, and by its responsibility to supervise subordinate staff. Positions in this class report to the Manager, Bureau of Energy Conservation and may be assigned to act as Manager in the latter's absence.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Implements and manages a major program, such as the City's municipal building energy conservation or the grant-funded residential and commercial energy conservation program.

2. Coordinates an energy conservation program with City agencies, private business or consultants, coordinates communication between agencies, provides information to project engineers.

3. Researches, analyzes and develops energy conservation programs in the public and private sector within the policy guidelines of the bureau; meets and confers with representatives of public agencies for planning, developing and monitoring energy conservation programs.

4. Establishes schedules for and reviews budgets, project schedules, project and grant proposals.

5. Reviews and acts on recommendations for specific projects, oversees contract management and project administration.

6. Assigns, prioritizes, and reviews the work of subordinate staff; provides technical assistance for complex projects.

7. Reviews and evaluates energy conservation programs, compiles reports, prepares final recommendations on projects to be developed within a program.

8. May act on behalf of the Bureau Manager in cases of absence.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

DOCUMENT

NOV 9 1988

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CLASS TITLE: SENIOR ENERGY SPECIALIST

CODE: 5608

Knowledge, Abilities and Skills: A thorough knowledge of: principles, practices, trends, terminology and physical sciences involved in energy production, transmission, utilization and conservation; program planning and management concepts for energy conservation programs in municipal and private agencies; applicable regulatory codes and laws relating to energy development and conservation.

Ability to: apply the social, economic and environmental implications of energy programs to program planning and policy formulation; develop and evaluate energy alternatives; supervise subordinate staff; and present ideas and technical information effectively both orally and in writing.

ADOPTED: 10-17-88

#4031c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: REGULATORY SPECIALIST

CODE: 5620

CHARACTERISTICS OF THE CLASS:

Under direction, researches and tracks all federal, state and local regulations affecting property development, operations, property management, maintenance and maritime activities including dredging, water quality, landfill closure, stormwater discharges, hazardous waste remediation; ensures regulatory compliance by developing permit and inspection practices; participates in acquisition of necessary regulatory permits for projects and activities; serves as liaison with regulatory agencies; advises senior management of pertinent regulations; and performs related duties as required.

DISTINGUISHING FEATURES:

Incumbents in this classification are responsible for assuring that development projects, operations, property management, and maintenance and maritime activities, both proposed and those in progress, are in compliance with all federal, state and local regulations.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Researches and tracks all federal, state and local regulations that may affect the department including the California Environmental Quality Act (CEQA), National Environmental Policy Act, Bay Conservation and Development Commission (BCDC) regulations, U.S. Army Corps of Engineers, Regional Water Quality Control Board, U.S. Environmental Protection Agency and other waterfront and water-quality initiatives; advises senior management of pertinent and timely regulations; and makes recommendations on the appropriate departmental actions.

2. At the Port, provides regulatory expertise and permit processing support to the Planning, Development and Community Affairs Division and to other Divisions as requested; processes environmental and waterfront regulatory aspects of building permits, real estate development projects, etc.; prepares RFP/RFQ's and contracts for technical consultants.

3. Reviews planning and development plans, capital improvement project plans, property management and maintenance plans, shipping and maritime proposals and related plans; provides input on potential regulatory measures, oversees work of technical consultants; prepares reports and makes technical and scientific presentations to regulatory agencies and related public agencies as part of application process for permits and environmental certifications.

4. Develops permit processing and inspection practices related to compliance with property management and development and land-use regulations; advises department of non-compliance issues and assists in necessary action to facilitate long-term compliance.

5. Serves as liaison with regulatory agencies and their public constituents, such as environmental and citizens' organizations, and develops and maintains effective working relationships with key representatives.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledges, Abilities and Skills: Comprehensive knowledge of federal, state, and local laws, regulations and ordinances including environmental concerns, water quality issues, CEQA and others; comprehensive knowledge of regulatory process in San Francisco impacting development and use of waterfront property and water-related operations.

Ability to: establish and maintain effective working relationships with regulatory representatives and their constituents; and to develop and implement strategies for compliance with regulatory requirements from both a department-wide and project-specific viewpoint.

ADOPTED: 4-6-92

#4263c

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

JOB CODE TITLE: WATER AND POWER SPECIALIST

JOB CODE: 5633

Business Unit: COMMN

Definition: Under direction, provides training to analysts and technical personnel; independently conducts complex studies and develops analytical models and systems to forecast, plan and monitor hydro-power generation, reservoir elevations, and water releases; independently conducts contract negotiations; develops and implements seasonal and long-term plans for reservoir management, power generation and/or power marketing; develops and modifies operational procedures; serves as a technical expert.

Distinguishing Features: This is the advanced journey level in a Professional/Supervisory/Management class series. This class operates under the direction of the Water and Power Manager or other unit/bureau division manager. The work frequently requires interpretation of policies, procedures and guidelines and the development of recommendations consistent with directives, policies and regulations. The decisions involve applying analytical problem solving to identify procedures or recommend new systems for accomplishing the goals of a study or project. Working relationships are diverse and include some contacts with higher-level positions in regulatory agencies and utility companies. The purpose of most of the working relationships are to provide technical advice, solve problems, negotiate and administer contracts, monitor compliance and advocate for the department.

Positions in class Water and Power Specialist are distinguished from those in class 5634 Water and Power Manager in that incumbents in class 5633 Water and Power Specialist are advanced journey level positions within the divisions where incumbents in class 5634 Water and Power Manager are responsible for the overall management of the section.

Supervision Exercised: None

Examples of Important and Essential Duties: According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.

1. Monitors water and power operations to ensure compliance with reservoir management objectives, policy directives, water quality and water supply regulations, and contractual constraints.
2. Develops analytical forecasting and prediction models; conducts complex mid-range and long-term analyses in support of reservoir management operations, water supply operations, impacts of specific operating and other parameters on water quality, electric and gas consumption load forecasting, and other studies as needed; incorporates results of analyses into cost/benefit analyses and recommendations; supervises analytical studies related to market risk, price sensitivity, economic feasibility.
3. Develops monthly and long-term plans for reservoir management and power generation operations; develops and implements seasonal and long-term power marketing plans; supervises the development of daily, weekly and monthly plans for short-term reservoir management, power generation operations and power marketing.
4. Negotiates large, seasonal and yearly mid-sized power contracts, rates and service terms; establishes rate policies and negotiating parameters, supervises negotiations of short-term power purchase and sale transactions and agreements.
5. Identifies operational constraints and develops, evaluates or recommends policies and procedures to improve operations, mitigate risks and increase revenues.
6. Develops training programs to carry out power scheduling policies, trains analysts, power generation technicians and other personnel on policies, procedures and compliance issues.

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JOB CODE TITLE: WATER AND POWER SPECIALIST

JOB CODE: 5633
Business Unit: COMMN

7. Writes a variety of documents including quarterly reports, work plans, final reports, general correspondence, load forecasts, marketing plans, operating procedures and policy recommendations; documents meetings, activities, forecast methodologies, and modeling assumptions.
8. Develops, implements and integrates a portion of a water and power database system to access hydrologic, water supply, power operations, marketing and other data.
9. Provides technical support and expertise for assigned specialty area.
10. Supervises the preparation of opening revenue and expense budget forecasts, the analysis and reporting of variances, and the provision of assistance to City departments in obtaining new service installations and service changes.

Job Related and Essential Qualifications:

Knowledge of: basic concepts and terminology related to power scheduling and planning operations; concepts of power systems, including generation, transmission, distribution, and load characteristics; Western Regional power market characteristics; statistical analysis concepts and techniques; computer applications related to the work; basic contract administration principles; record keeping principles and practices.

Ability to: independently conduct complex analytical studies; develop and implement hydrological forecasting, power generation planning, power optimization and other complex analytical models; interpret and apply regulations, contracts and other complex operating constraints; use computer database and report generation software to create management and other reports; instruct others in work procedures; review, maintain and reconcile accurate records and files; use independent judgement within established policies; anticipate operational requirements and activities based on reservoir elevations; load requirements, scheduled equipment outages, power spot market prices, etc; translate technical terms and concepts for non-technical users; establish and maintain effective working relationships with those contacted in the course of the work.

Experience and Training Guidelines:

1. Possession of a baccalaureate degree from an accredited college or university preferably with major course work in Engineering, Computer Science, Business Administration, Mathematics, Statistics or Economics. **AND**
2. Four years of verifiable journey level work experience in one or more of the following areas: Water supply management and planning; power operations planning and scheduling; analysis, interpretation and application of utility contracts and regulations in either water, power (electric and/or natural gas), telecommunications, or a clean water program; utility market and environmental analysis and planning; power supply and transmission rates and contracts; generation, transmission or distribution planning and design; or long term utility systems planning.

SUBSTITUTION: Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.

License or Certificate: Specified positions may require possession of a valid Class C driver license.

Effective Date: January 16, 1996

Amended Date: 12/16/99

Reason for Amendment: To accurately reflect the current tasks knowledge, skills and ability defined in the most recent job analysis conducted for the job code.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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JOB CODE TITLE: WATER AND POWER RESOURCES MANAGER JOB CODE: 5634
Business Unit: COMMUN

Definition: Under general direction, manages the development and implementation of the reservoir management and power generation operation plans for the Hetch Hetchy Water and Power (HHWP) System; monitors compliance with policies, regulatory rules and contractual agreements; directs the modification of policies and procedures to ensure compliance; directs water supply and electric load forecasting, analyses of capital improvement projects, development and implementation of reservoir management and power generation strategies; directs negotiation of long-term power sales and purchase contracts with special districts or large utilities; directly negotiates large, complex contracts; specialty areas include water supply planning and management, wholesale power business operations, retail electric business and special projects.

Distinguishing Features: The Water and Power Resource Manager is distinguished from the Water and Power Specialist by its responsibility for supervising and directing a work unit.

Supervision Exercised: Exercises administrative direction over specialists, analysts, other professional staff and technical and support personnel.

Examples of Important and Essential Duties: According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Directs development and implementation of reservoir management and power generation operation plans for the Hetch Hetchy System.
2. Directs analyses in support of water supply and electric load forecasting; directs integration of forecasts into the planning processes to justify funding for capital improvement projects and to develop near and long-term reservoir management and power generation strategies; conducts complex multi-year risk/benefits analyses and integrates analyses into long-term plans and develops review process and the criteria for evaluating capital improvement projects.
3. Monitors compliance with policies, regulatory rules, contractual agreements, and other constraints; evaluates major regulatory and/or industry changes, and reviews policies and operations for compliance; develops and implements strategies to mitigate supply and market risks.
4. Reviews operating policies and procedures to identify opportunities for improving operations, mitigating financial, operating and market risks, and increasing net revenues; modifies policies and procedures as necessary to ensure compliance; directs the training of staff, power technicians and other personnel in relation to compliance issues.
5. Negotiates and/or directs negotiations of large, long-term or sensitive power sales and purchase contracts, agreements or transactions with special districts (e.g. irrigation districts), large utilities or other entities; direct and monitors the negotiations of smaller contractual agreements as well as development and implementation of short and long term power marketing plans.

JOB CODE TITLE: WATER AND POWER RESOURCES MANAGER**JOB CODE: 5634****Business Unit: COMMN**

6. Establishes rate policies and negotiating parameters for customers not covered by legal regulations; negotiates contracts, rates and service terms.
7. Serves as HHWP's chief technical expert in the area of water and power resource management and planning; provides technical support and testifies as an expert during litigation of water and power issues; represents HHWP interests at meetings with regulators, regulatory agencies, industry and utility associations, and City departments.
8. Directs collection and processing of gas and electric consumption data, billing of City departments and other customers, verification and approval of Pacific Gas & Electric charges.
9. Directs preparation of load forecasts and annual power budgets for City departments.
10. Plans and directs the work of water and power resources staff, supervises and evaluates work of staff; develops performance goals, objectives and work standards as well as management reporting systems for the division.
11. Develops and directs the implementation and maintenance of an integrated, on-line water and power database system for accessing hydrological and reservoir management information, power generation, gas and electric consumption, power billing and accounting, and other operational data.
12. Writes division policies, quarterly reports, work plans, performance recommendations, general correspondence; critiques of forecast methodologies and modeling assumptions; drafts contracts.
13. Travels to Moccasin to review and inspect resources as well as to regulatory and industry meetings to represent H.H.W.P.

Job Related and Essential Qualifications:

Knowledge of: administrative and management principles and practices; development and implementation of policies and procedures related to water and power scheduling, planning, reservoir management and power generation operations; concepts of power systems including generation, transmission, distribution, load characteristics and power sales and purchases; statistical analysis concepts and techniques; computer applications related to the work; supervisory principles and practices; budgeting; contract administration; and record keeping principles and practices.

Ability to: use independent judgement; interpret and apply regulations, contracts, and other complex operating constraints; direct the work of others; instruct others in work procedures; translate technical terms for non-technical users; establish and maintain effective work relationships with other utilities, regulatory agencies, City management and employees.

Experience and Training Guidelines:

1. Possession of a baccalaureate degree from an accredited college or university preferably with major course work in Engineering, Computer Science, Business Administration, Mathematics, Statistics or Economics. AND

JOB CODE TITLE: WATER AND POWER RESOURCES MANAGER

JOB CODE: 5634

Business Unit: COMMN

2. Six years of professional work experience in one or more of the following areas: water supply management and planning; power operations planning and scheduling; analysis, interpretation and application of utility contracts and regulations in either water, power (electric and/or natural gas), telecommunications, or a clean water program; utility market and environmental analysis and planning; power supply and transmission rates and contracts; generation, transmission or distribution planning and design, or long term utility systems planning. This experience must include either three years supervisory experience and three years in one of the specialty areas detailed above OR two years management experience and two years in a specialty area.

SUBSTITUTION: Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.

License or Certificate: May require possession of a valid Class C driver's license.

Effective Date: January 16, 1996

Amended Date: 12/16/99

Reason for Amendment: To accurately reflect the current tasks knowledge, skills and ability defined in the most recent job analysis conducted for the job code.



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: RODENT CONTROL TECHNICIAN

CODE: 6104

CHARACTERISTICS OF THE CLASS:

Under supervision, in an assigned district, locates rodent colonies; baits and sets traps; removes rodents from traps, tags and delivers them to plague laboratory for examination; and performs related duties as required.

Requires responsibility for: carrying out existing policy and methods in effectively controlling rodents in the city and county; making continuing contacts with the general public, business organizations and government agencies in connection with assigned activities; keeping routing public health and other operational reports and records. Nature of work requires exposure to somewhat disagreeable working conditions in connection with diseased rodents and their habitat.

EXAMPLES OF DUTIES:

1. Makes field investigations in response to citizens complaints and requests for pest control services; advises on the elimination of conditions causing pest infestation and on means of exterminating pests; inspects domestic, commercial and industrial properties for presence of rodents; places traps and poisons; gasses rodent burrows; and obtains specimens for laboratory analysis.
2. Combs ectoparasites from rodents for control of plague and other rodent borne diseases; determines number of parasites found; prepares related reports.
3. Informs superior of any unsanitary conditions such as faulty garbage disposal, inadequate plumbing, broken sewer pipes, heavy infestation of fleas and mosquitoes and maintains records of all rodents caught and other special records and reports, as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, with courses in biological sciences, supplemented by at least one year experience in pest or rodent control work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: breeding places and habits of rodents and insects particularly mosquitoes, flies and rats; extermination methods and techniques; methods of preventing and controlling vector infestation; the functions of the health department and codes, ordinances and regulations pertaining to rodents and pests.

Requires ability to: obtain voluntary cooperation of the public in prevention and extermination of rodents and pests; mix poisons; set traps and to otherwise exterminate rodents and pests effectively and safely.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: 6104 Senior Rodent Control Technician
From: Original Entrance Examination
Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR RODENT CONTROL TECHNICIAN

CODE: 6104

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and participates in the activities of a city-wide rodent control program; establishes rodent control districts; distributes materials and supplies to effectively control rodent-borne diseases; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing policies and methods to effectively control rodents; making regular contacts with other departmental agencies, merchants, business and professional personnel and the public in general in explaining procedures and policies relating to rodent control; gathering, preparing and maintaining statistical, operating and special public health reports; nature of work requires exposure to somewhat disagreeable working conditions due to diseased rodents and their habitat.

EXAMPLES OF DUTIES:

1. Plans, supervises, assigns and inspects the work of rodent controlmen in the extermination and control of rodents and other pests.
2. Makes field investigations in response to citizens complaints and requests for pest control services; advises citizens on the elimination of conditions causing infestation and on means of extermination; inspects domestic, commercial and industrial properties for presence of rodents; places traps and poisons; gasses rodent burrows; obtains specimens for laboratory analysis.
3. Combs ectoparasites from rodents for control of plague and other rodent-borne diseases and determines number of parasites; prepares related reports.
4. Makes personal contacts with residents, business establishments, various city departments and state health department on special rodent problems and gives specialized information on such problems; makes daily surveys of special areas and sets traps and/or distributes poisons as required.
5. Attends seminars, conferences and institutes relative to the development of new methods and techniques for the prevention and control of rodent-borne diseases.
6. Prepares periodic reports on inspectional activities and all phases of rodent control operations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school with courses in biological science, supplemented by at least four years' experience in pest and rodent control work, including some supervisory experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: breeding places and habits of rodents, insects, particularly mosquitoes, flies and rats; extermination methods and techniques; methods and preventing and controlling of vector infestation; function of the health department and the codes, ordinances and regulations pertaining to rodents and pests.

CLASS TITLE: SENIOR RODENT CONTROL TECHNICIAN

CODE: 6104

Requires ability to: obtain voluntary cooperation of the public in prevention and extermination of rodents and pests: mix poisons: set traps and to otherwise exterminate rodents and pests effectively and safely.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: No normal line of promotion

From: 6102 Rodent Control Technician

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SANITARY ENGINEERING TECHNICIAN

CODE: 6106

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs complex subprofessional duties in the field and plant in connection with the inspection and testing of water supply and related plant equipment; inspects industrial establishments for compliance with industrial wastes ordinances; plans and carries out surveys; recommends remedial action where violations are found; installs and operates closed circuit TV equipment for purposes of sewer inspection; and performs related duties as required.

DISTINGUISHING FEATURES:

Incumbents occupying positions in class 6106 Sanitary Engineering Technician perform technician level duties, carrying out inspection of water systems, collecting samples to be analyzed by chemists and data to be used by engineers in water purification and waste water treatment facilities. Positions with the Water Purification Division of the Public Utilities Commission are responsible for the inspection and testing of water in or around reservoirs or watershed lands to determine compliance with the Cal. Health and Safety Code and other State regulations and may be required to have knowledge of FCC rules and regulations pertaining to two-way radio operations. Positions located in the Sanitary Engineering Division of the Dept. of Public Works are responsible for inspecting and collecting samples of waste water discharged into the city sewage system or may be involved with TV sewer inspection activities. In conjunction with chemists and engineers, they carry out investigations to enforce compliance with various codes as well as investigating complaints of violations. Incumbents in these positions are responsible for the operation and maintenance of inspectional equipment and must maintain very accurate records of sample gathering and inspections for submission to others who will work with the data.

EXAMPLES OF DUTIES:

1. Performs a variety of sanitary or Public Health inspections and surveys in connection with the abatement of unsanitary or hazardous conditions in or around reservoirs or watershed lands.
2. Inspects water purification equipment and installations; evaluates operation of equipment and makes adjustments in this connection with emphasis on electronic devices such as chlorine residual recorders, alarm circuits and fluoride auto-analyzers.
3. Prepares a variety of charts and graphs depicting turbidity, chloride content, hardness, amount of chloride used and other factors; prepares reports and correspondence matters relative to water quality; performs layout work on drawings and maps.
4. Performs sterilization of new and repaired water mains by operating a portable chlorinator, hypo-chlorinator or by the addition of chlorine compounds to water mains; makes water quality surveys in connection with the department's main flushing program and makes appropriate reports thereon.
5. Makes simple engineering calculations such as pipeline flows and capacities as well as calculations necessary to mapping and functional diagram layout work; inspects premises for back-flow conditions and inspects double-check valve installations.
6. Inspects industrial plants to determine character and volume of waste water discharged into city sewage system; investigates complaints of private and commercial consumers with respect to domestic water quality or reports of contaminated water due to improper disposal of industrial waste; collects samples of waste water from industrial plants and submits to laboratory for analysis; reviews results of such analysis to determine compliance with industrial wastes ordinance; passes on to industrial plants recommendations for remedial action, if necessary; submits reports thereon.

EXAMPLES OF DUTIES: (contd)

7. May be assigned to three-man team which operates the TV sewer inspection truck; making videotape of inside of sewer, locating structural impairments or infiltration sources precisely, making careful record of location and videotape footage; operating, protecting, repairing and maintaining this electronic equipment.

8. Maintains records of inspection activities and prepares related reports.

9. Coordinates licensing, purchasing, maintenance, repair and operation of San Francisco Water Department radio system; maintains extensive records pertaining to the radio system.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires two years of college with course work in natural sciences, chemical, sanitary or mechanical engineering or related fields.

Knowledge, Abilities and Skills: Requires knowledge of nonprofessional sanitary engineering, public health engineering and water purification principles and practices as they relate to purification systems, construction, operation, maintenance and repair requirements; some knowledge of industrial wastes codes and their application to uses of sewage collection and treatment facilities.

Requires ability to: Investigate and evaluate sanitary conditions and water treatment problems; learn the sanitary laws and codes of the federal, state and local legislation relating to water systems; prepare charts, maps and reports relative to technician level activities; deal courteously and effectively with the public.

License:

1. Requires possession of a driver's license issued by the State of Calif., Department of Motor Vehicles.
2. A Grade III Water Treatment Operator's Certificate issued by the Calif. Department of Public Health is required for positions with the Water Purification Div., Public Utilities Commission.

PROMOTIVE LINES:

To : No normal lines of promotion

From: Original entrance examination

Adopted: 9/29/66

Amended: 6/2/75

(Consolidates class 6130 Industrial Wastes Inspector)

CLASS TITLE: DAIRY AND MILK INSPECTOR

CODE: 6110

CHARACTERISTICS OF THE CLASS:

Under general supervision, makes sanitary investigations and surveys of dairy farms and milk processing and storage plants in the enforcement of local ordinances and state laws pertaining to sanitary milk production; performs related work as required.

Requires responsibility for: making regular contacts with the general public, business representatives, dairy plant operators, farmers, private and public organizations, and other departments, in connection with the explanation of dairy and milk inspection laws and policies; keeping ordinary records and compiling statistical reports and regular operational reports of dairy and milk inspection.

EXAMPLES OF DUTIES:

1. Inspects dairy farms to determine cleanliness of stock, corrals, feeding areas, milk handling personnel, equipment and farm buildings.
2. Gathers raw and processed milk and milk products and water samples for laboratory analysis; retains diseased animals for condemnation by a veterinarian.
3. Tests chemical solutions used in washing and sanitizing milk processing equipment for correct strength and proper application; tests thermometers on milk pasteurizing equipment controls for proper operation and attaches seals.
4. Inspects location and construction of new dairy buildings for compliance with the appropriate sanitary codes.
5. Interprets provisions of milk sanitation laws and regulations to dairy owners; advises on the causes of high bacteria count in milk, unsanitary milking equipment, proper feeding and care of cows, and proper methods of sewage disposal and vector control.
6. Prepares regular dairy farm inspection reports and rates dairies for permits and annual permit renewals.
7. Prepares and maintains daily work records and dairy farm record cards showing results of laboratory analyses and inspections.
8. Inspects milk processing plants to determine cleanliness of milk processing equipment and personnel, plant yard, walls, floors, ceilings, sterilizing and pasteurizing equipment and inspects delivery vehicles for cleanliness and proper refrigeration of milk.
9. Interprets provisions of dairy and milk inspection laws and regulations to processing plant personnel; advises on illegal bacteria count and other laboratory findings and proper methods of plant sanitation.
10. Cooperates with state and federal inspectors in conducting surveys of dairy farms and milk and milk products processing plants.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in dairy farming agriculture, including specialized courses in milk production and processing fields; or graduation from a veterinary college of recognized standing; or a certificate or evidence of successful completion of the state or california examination for the class of dairy inspector and eligibility for appointment to positions in that class or in an equivalent or higher class level in the state service

CLASS TITLE: DAIRY AND MILK INSPECTOR (continued)

CODE: 6110

engaged in the enforcement of the provisions of the agricultural code relating to milk inspections; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: the principles and practices of environmental sanitation, with particular reference to dairy farms, milk processing plants and storage facilities, including water supply, sewage disposal and vector control; the principles and practices relating to sanitary milk production, processing and handling; the techniques of conducting inspections of dairy farms and milk processing plants and enforcing relevant laws; provisions of the agricultural code, and local ordinances relating to milk sanitation.

Requires ability to: explain and interpret rules, regulations and laws; establish effective working relationships with others; write and speak effectively.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: Senior Dairy and Milk Inspector

From: Original entrance examination

CLASS TITLE: SENIOR DAIRY AND MILK INSPECTOR

CODE: 6112

CHARACTERISTICS OF THE CLASS:

Under direction, inspects dairy farms, milk processing plants, storage plants and other milk producing and processing facilities in connection with enforcing local ordinances and state laws pertaining to sanitary milk production; supervises the activities of subordinate personnel engaged in such work; and performs related duties as required.

Requires responsibility for carrying out, interpreting, coordinating and enforcing existing policies relative to dairy and milk inspection; making regular contacts with milk producing and processing officials, other departmental personnel and the general public relative to inspectional assignments; preparing, checking and reviewing important technical and statistical reports and records of inspectional activities.

EXAMPLES OF DUTIES:

1. Assists in planning and directing the activities of a group of inspectors; conducts field surveys with inspectors to assure that laws and regulations relating to dairy and milk sanitation are properly followed; assists in compiling and preparing periodic reports relating to the work of the division; submits annual statistical and technical reports of inspectional activities; compiles and determines rates of inspection fees due from dairy farms and milk processing plants.

2. May serve as department representative at conferences and meetings with federal, state and local agencies and various industrial groups in matters pertaining to dairy and milk inspection; conducts weekly conferences with subordinate employees and others concerning problems, procedures and courses of action in inspectional matters.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years college or university with a baccalaureate degree, including major course work in agriculture, including specialized courses in dairy farming or milk producing and processing fields; or graduation from a veterinary college of recognized standing; or a certificate of evidence of successful completion of the State of California examination for the class of dairy inspector, and eligibility for appointment to positions in that class, or in an equivalent or higher class level in the state service engaged in the enforcement of the provisions of the agricultural code relating to milk inspection.

Requires two years experience in the production, processing or inspection of milk or milk products; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of the principles and practices of environmental sanitation, as related to dairy farms and milk processing plants and storage facilities; the provisions of the state agricultural code and local ordinances relating to milk sanitations; the techniques of conducting inspections of dairy farms and milk processing plants and enforcing

CLASS TITLE: SENIOR DAIRY AND MILK INSPECTOR
(continued)

CODE: 6112

relevant laws; and knowledge of modern office procedures.

Requires ability to advise, guide, and instruct others in milk sanitation problems and requirements; prepare extensive technical and statistical reports and records; explain and interpret rules, regulations and laws; establish effective working relationships with others; write and speak effectively.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: Chief Dairy and Milk Inspector

From: Dairy and Milk Inspector

CLASS TITLE: CHIEF DAIRY AND MILK INSPECTOR

CODE: 6114

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes and directs dairy and milk inspection activities; enforces state and local ordinances pertaining to milk sanitation; represents the director of public health on matters pertaining to dairy and milk inspections; and performs related duties as required.

Requires major responsibility for developing, coordinating, and executing dairy and milk inspection policies and methods; continuing personal contacts with employees, representatives of organizations and various groups involving discussion, explanation and interpretation of inspectional policies, rules and regulations; overall supervisory responsibility in directing the preparation, reviewing and maintenance of inspectional records and reports affecting the operation and maintenance of the dairy and milk inspection service.

EXAMPLES OF DUTIES:

1. Plans, organizes, directs and coordinates the dairy and milk inspection program for milk producing, processing and storage facilities.
2. Takes action to secure voluntary compliance with regulations or to initiate legal proceedings against violators; holds office hearings on cases and assists in prosecution when necessary.
3. Reviews and evaluates staff work and programs by consultation, review of reports, correspondence, statistical compilations and personal field visits.
4. Drafts changes in city and county ordinances to comply with new federal and state laws pertaining to milk sanitation.
5. Represents the department at conferences and meetings with federal, state and local agencies and industrial groups in matters pertaining to dairy and milk inspection.
6. Contacts milk processing plant managers and other dairy industry representatives on special or difficult problems concerning milk inspection.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years college or university with a baccalaureate degree, with major course work in agriculture, including specialized courses in dairy farming or milk producing or processing fields; or graduation from a veterinary college of recognized standing; or a certificate or evidence of successful completion of the State of California examination for the class of dairy inspector and eligibility for appointment to positions in that class or in an equivalent or higher class level in the state service engaged in the enforcement of the provisions of the agricultural code relating to milk inspection.

Requires four years of progressively responsible experience in the production, processing or inspection of milk and milk processing facilities, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

CLASS TITLE: CHIEF DAIRY AND MILK INSPECTOR (continued) CODE: 6114

Knowledge, Abilities and Skills: Requires comprehensive knowledge of administrative principles and practices, including the essentials of budgeting, organization of dairy and milk inspection services and methods of administrative control; the principles, problems and techniques of dairy and milk inspection; provisions of the agricultural code and local ordinances relating to dairy and milk inspection and its enforcement; the developments in the dairy industry relating to production, processing and storage of milk products.

Requires ability to plan, organize and direct dairy and milk inspectors; advise, guide and instruct others in dairy and milk inspection problems and requirements; interpret and review statistical reports and draw conclusions therefrom; evaluate staffing, equipment and facility requirements; explain and interpret rules, regulations and laws; establish effective working relationships with others; and write and speak effectively.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: No normal line of promotion

From: Senior Dairy and Milk Inspector

JUL 17 2001

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCESSAN FRANCISCO
PUBLIC LIBRARY**JOB CODE TITLE: WASTERWATER CONTROL INSPECTOR****JOB CODE: 6115****Business Unit: COMMN****DEFINITION:**

Under general supervision, the Wastewater Control Inspector participates in the inspection of wastewater facilities and commercial and industrial wastewater dischargers to determine compliance with established standards and regulations.

DISTINGUISHING FEATURES:

This job code is the journey-level inspector classification in the wastewater control inspection series. The 6115 Wastewater Control Inspector works under supervision of the 6116 Supervising Wastewater Control Inspector. It is distinguished from the lower level 2481 Water Quality Technician I/II (formerly 6106 Sanitary Engineering Technician) by the complex nature of work assigned and supervisory responsibility.

SUPERVISION EXERCISED:

The 6115 Wastewater Control Inspector supervises the 2481 Water Quality Technicians I/II (formerly 6106 Sanitary Engineering Technicians) and other subordinate staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned 6115 Wastewater Control Inspector and are not intended to be an inclusive list.

1. Inspects commercial and industrial wastewater dischargers to determine compliance with federal, state, and local pretreatment standards, verify customer classification and establish billing conditions.
2. Investigates, reports and responds to complaints of illegal discharges of toxic substances into sewers.
3. Monitors remedial action when violations are found.
4. Supervises subordinate technicians and staff.
5. Plans, coordinates and oversees programs of sampling and inspection of wastewater and stormwater dischargers.
6. Determines locations from which field samples will be taken.
7. Reviews and analyzes effluent test results on industrial waste discharges.
8. Investigates and samples groundwater and soil for contamination.
9. Prepares reports, correspondence, memoranda and field maps relating to inspection activity.
10. Maintains records of inspections, test results, and action taken against dischargers.
11. Drives a vehicle to inspection sites.
12. Manages an outreach program for waste minimization, pollution prevention practices and stormwater management.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: lab technology and equipment; principles and practices of wastewater pretreatment; safe sampling and inspection practices and procedures; math and statistics; basic chemistry; quality control and quality assurance practices and procedures; current federal, state, and local laws; supervisory principles and practices; principles of hydraulics and hydrology; instrumentation and equipment.

JOB CODE TITLE: WASTERWATER CONTROL INSPECTOR

JOB CODE: 6115

Business Unit: COMMN

Ability to: use computer word processing and spreadsheet software; prepare written, oral and graphic reports and memoranda; read, understand and interpret written documents; read and interpret gauges, meters and recording instrumentation; read and interpret maps and engineering drawings; apply hydraulic and environmental engineering concepts; convey information, ideas and instructions verbally; drive a vehicle.

EXPERIENCE AND TRAINING GUIDELINES:

1. Five (5) years of experience in Class 6106 Sanitary Engineering Technician / 2481 Water Quality Technician I/II or an equivalent position in a water treatment, water quality, laboratory services, or sanitary engineering technician capacity performing duties such as; inspecting industrial establishments for compliance with industrial waste ordinances; planning and carrying out surveys; recommending remedial action where violations are found; and collecting and analyzing samples of wastewater; **OR**
2. Three (3) years of experience as described in number 1. above **and** two years of college with course work in natural or environments sciences or chemical, civil, sanitary, or mechanical engineering or closely-related fields; **OR**
3. One (1) year of experience as described in number 1. above **and** a bachelor's degree with a major in natural or environmental sciences or chemical , civil, sanitary, or mechanical engineering or closely-related fields; **AND**
4. Possession of a current valid driver's license; **AND**
5. Possession of a California Water Environment Association Industrial Waste Inspector Certification, Grade I or higher.

Effective Date: 6/7/93

Amended Date: 5/25/01

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

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CODE: 6116

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SUPERVISING WASTEWATER CONTROL INSPECTOR

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and participates in the inspection of wastewater facilities, and commercial and industrial wastewater dischargers to determine compliance with established standards and regulations; organizes, plans, directs, reviews, and evaluates the activities and work of subordinate inspectors; and performs related duties as required.

DISTINGUISHING FEATURES:

This class is the supervisory level for inspectors of sanitary and industrial waste within the wastewater treatment program. Assignments include performance of work in the field.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, assigns, directs, schedules, and reviews the work of subordinate inspectors involved in the inspection and sampling of wastewater.
2. Instructs and trains staff in the techniques of sampling and inspection of wastewater discharge, safety and operation of equipment, and in the application of laws, codes, ordinances, and procedures which govern implementation and enforcement of pretreatment regulations.
3. Inspects commercial and industrial facilities to determine processes generating toxic wastewater and to verify customer classification.
4. Samples and inspects commercial and industrial discharges to collect data used in evaluating compliance with local, state and federal pretreatment standards and to establish billing conditions.
5. Investigates reports and responds to complaints of illegal discharges of toxic substances into sewers.
6. Prepares periodic and special reports, correspondence, memoranda, and the section's budget.
7. Selects, trains, and evaluates subordinate employees.
8. Keeps abreast of changes in the regulations, standards and techniques involved in water and wastewater sanitation; reviews, evaluates, and revises procedures as required.
9. Coordinates, maintains records of and instructs employees on the handling, storage and disposal of toxic or hazardous waste materials in the bureau.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

CLASS TITLE: SUPERVISING WASTEWATER CONTROL INSPECTOR

CODE: 6116

QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Working knowledge of: common laboratory technology; common laboratory equipment and apparatus and their use; arithmetic, including fractions, decimals, proportions, and metric measures; the principles and methods of wastewater treatment; the principles and safety practices involved in sampling wastewater and water; basic principles of chemistry and bacteriology; applicable federal, state and local requirements and methods for ensuring compliance.

General knowledge of: techniques and practices of supervision; principles of hydraulics, hydrology, instrumentation and equipment used in wastewater treatment and measurement.

Skill in: interpreting, applying, and explaining to others complex procedures, rules, regulations and laws relating to water pollution and source control; compiling data, making accurate arithmetic calculations, and preparing written, oral, and graphic reports; reading gauges, meters, recording instruments, maps and engineering drawings; applying basic hydraulic and environmental engineering concepts.

Ability to: plan, organize, and supervise a group of subordinate inspectors; organize and coordinate field activities; train subordinate staff; communicate effectively with representatives of industrial, commercial and institutional accounts, persons from other agencies, and the public.

ADOPTED: 3/7/88

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SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: ENVIRONMENTAL HEALTH INSPECTOR

CODE: 6120

CHARACTERISTICS OF THE CLASS:

Under direction, in an assigned district, conducts inspections of food and drink establishments, housing, industrial plants and premises, fixed and mobile sources of noise emission, dairy farms and milk processing and storage plants for sanitation, public health and safety hazards in order to enforce established laws, ordinances and regulations pertaining to abatement of violations found; recommends appropriate actions to remedy situations; issues citations; prepares pertinent reports; and performs related duties as required.

Requires responsibility for carrying out existing inspectional methods and procedures and explaining legal sanitation and public health requirements to tenants, property owners, farmers, dairy plant operators, and others involved; and achieving economies and/or preventing losses through proper inspection and enforcement methods; making regular contacts with the general public, tenants, property owners, storekeepers, farmers, plant managers and others for the purpose of furnishing information and explaining specialized matters pertaining to enforcement of sanitary and public health measures; preparing important technical and specialized records and reports in connection with inspections made and violations found; generates applications for building, electrical, plumbing and police permits and processes that portion of the permit application which is application which is applicable to his area of enforcement; requires deputization as a peace officer in order to make arrests, when necessary, in the enforcement of the various codes. Nature of work requires sustained physical effort involving continuous walking with some bending and stooping in doing inspectional work with occasional exposure to health and accident hazards and some disagreeable elements.

DISTINGUISHING FEATURES:

This is the professional journeyman level environmental health inspector. Employees in this class are expected to use initiative, judgment and resourcefulness in their work but consultation with a superior is available to resolve the more difficult problems. The environmental health inspector series differs from positions in the residential environmental health inspection duties rather than housing inspection duties.

EXAMPLES OF DUTIES:

1. Enforces provisions of the health, housing, planning and air pollution codes, State health and safety, industrial relations, administrative, agricultural and penal codes, State general safety orders, and sanitary aspects of meat plant construction, local ordinances and State laws pertaining to sanitary milk production and noise abatement and other environmental hazards; may be required to specialize in any of these or other activities related to the duties of the class.
2. Investigates complaints involving all buildings; takes necessary action to abate illegal health, sanitary and safety conditions; coordinates efforts with the Department of Public Works, bureaus of building inspection, electrical inspection and plumbing inspection and with the Fire and Police Departments in the enforcement of the building, electrical, plumbing, fire and police codes; appears as witness in court litigation when required and testifies in cases involving food establishments, housing, commercial buildings, and other matters.
3. Conducts complaint inspections of dwellings, hotels, apartment houses and other multiple dwellings; checks for sanitation, general maintenance of

EXAMPLES OF DUTIES (Cont'd):

structural and operational features, light, ventilation, use and occupancy, safety and for compliance with applicable codes; detects violations; coordinates efforts with applicable city departments in the enforcement of appropriate codes; makes follow-up inspections to assure ordered corrections have been made; makes recommendations for order of vacation or condemnation of buildings remaining in violation; prepares condemnation reports; appears and testifies at condemnation hearings.

4. Conducts complaint inspections at sites of noise sources to determine the noise source; prepares legal notices of violations of noise ordinance; recommends corrective action to be taken by the violators; prepares cases for argument before the Variance Board.

5. Conducts food and drink establishment inspections, including bakeries, public eating places, bottling plants, candy manufacturers, candy stores, canneries, caterers, delicatessens, egg dealers, fish dealers, food factories, fruit and vegetable stands, groceries, general markets, meat food processing plants, meat markets, poultry dealers, food warehouses and other miscellaneous food establishments; detects violations; orders corrections to effect compliance with established requirements, advises operators, building owners, architects, contractors and others on methods related to alternative design modification and equipping to comply with applicable codes and regulations; processes applicable portions of building permit applications and plans applicable to his work and follows through to insure that his requirements are adhered to; advises operators and employees on proper handling procedures and sanitary methods; obtains routine samples of products and submits same for laboratory analyses, examinations and tests; conducts food poisoning investigations; recommends issuance or denial of permits to operate food establishments or suspension or revocation of existing permits if violation is not corrected as ordered; appears and testifies at hearings to enforce compliance; prepares related notices to courts, records and correspondence pertaining to duties performed, observations made, violations found and actions taken.

6. Conducts miscellaneous inspections of facilities, including laundries, dry cleaning establishments, ambulatory homes for the aged, stables, kennels, pet hospitals and pet shops for compliance with pertinent regulations, and recommends issuance or denial of permit to operate; supervises fumigation of structures with poisonous gases; investigates growth of poison oak and other noxious weeds; investigates and adjudicates refuse removal rate disputes between scavenger companies and the public; investigates all complaints regarding the lack of required refuse collection service and/or unlawful disposal of refuse, debris and garbage accumulation on lots, streets, public places, yards; investigates industrial accidents and gives requirements for corrective action if necessary and investigates cases of death due to poisonous gases; investigates infestations of rodents and other vermin; investigates mosquito complaints; checks applications and plans for construction of swimming pools; issues permits for small water supplies; inspects for cross connections and approves backflow prevention devices.

7. Conducts inspections of dairy farms and milk processing and storage plants to determine cleanliness of stock, facilities, and personnel and compliance with milk sanitation and dairy and milk inspection laws, ordinances, and regulations; gathers samples of raw and processed milk and milk products, water, chemical washing and sanitizing solutions for proper laboratory analysis and testing; tests and seals dairy equipment; prepares and maintains a variety of records and reports, including inspection reports, daily work records, results of laboratory analysis and inspection; rates dairies for permits and annual permit renewal; interprets provisions of milk sanitation and dairy and milk inspection; rates dairies for permits and annual permit renewal; interprets provisions of milk sanitation and dairy and milk inspection laws and regulations to dairy owners, processing plant personnel and others; advises on high bacteria count in milk or equipment; proper methods of animal feeding and care, sewage disposals, vector control, and plant sanitation; retains diseased animals for condemnation

EXAMPLES OF DUTIES (Cont'd):

by a veterinarian; inspects location and construction of new dairy buildings for sanitary code compliance; cooperates with state and federal inspectors in conducting surveys of dairy farms and milk and milk product processing plants.

8. Performs other special and miscellaneous duties as required, including sanitation surveys, domestic water supply sampling, recreational water facilities; reclaimed waste waters; attends meetings and educational conferences, giving talks to groups, conducting tours with students and groups and conducting special emergency investigation of hazards, health and unsanitary conditions.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years college or university, with a baccalaureate degree, with major course work in sanitation or sanitary engineering, including courses in public health, administration, epidemiology, public health statistics, public health microbiology and environmental sanitation.

Requires at least two years experience within the last three years in food housing, general sanitation and other related inspectional work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a broad working knowledge of field inspection techniques and procedures; state laws and city ordinances, health department rules and regulations pertaining to the field of general sanitation and housing inspection.

Requires considerable ability to meet and deal with the general public, as well as with many different food vendors, retailers, food manufacturing representatives, building owners and managers, tenants, and others; obtain effective cooperation and understanding of requirements to improve general public health and sanitary conditions is assigned district.

License: Requires registration as a sanitarian in the State of California and possession of a current valid state motor vehicle operators license.

When assigned to duties in dairy and milk inspection, also requires certification by the State Personnel Board to the eligible list of persons qualified to enforce Division 15 (Milk and Milk Products Act of 1947) of the California Agricultural Code and the Regulations of the Director of Agriculture.

PROMOTIVE LINES:

To: 6122 Senior Environmental Health Inspector

From: Original entrance examination

AMENDED: July 16, 1973



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CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

**JOB CODE TITLE: SENIOR ENVIRONMENTAL HEALTH
INSPECTOR**

**JOB CODE: 6122
Business Unit: COMMN**

Definition:

Under direction conducts complex and difficult inspections and surveillance of dwellings, business establishments, facilities, farms, industrial plants and other areas in order to rectify violations and enforce established regulations. May supervise Environmental Health Inspectors and other support staff engaged in enforcing the provisions of federal, state and local ordinances and laws pertaining to health, safety and environmental hazards

Distinguishing Features: The 6122 Senior Environmental Health Inspector classification is distinguished from the journey-level classification of 6120 Environmental Health Inspector in that the senior level may supervise a team of Environmental Health Inspectors, investigate complex and difficult cases, and have specialized county-wide program responsibility. The classification differs from that of 6124 Principal Environmental Health Inspector in that the latter has greater administrative responsibility for program activities and supervises employees in class 6122 Senior Environmental Health Inspector.

Supervision Exercised: May supervise a team of Environmental Health Inspectors, Environmental Health Technicians, and clerical or other support staff.

Examples of Important and Essential Duties: According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. May supervise a team of Environmental Health Inspectors assigned to a district engaged in the enforcement of the provisions of various codes, orders, ordinances and laws pertaining to health, safety, environmental hazards or conditions; enforces local health, housing and planning codes and noise ordinance; state health and safety, administrative, agricultural, penal, milk and dairy codes, Industrial Relations Act, and meat plant regulations.
2. Conducts inspections and investigations of complaints involving areas such as food and drink establishments and other facilities requiring permits to operate buildings and multiple dwellings; investigates complex and difficult cases including those being prepared for hearings before the Director of Health.
3. May have specialized program responsibility on a countywide basis in areas such as industrial hygiene, meat plant inspections, noise abatement, environmental hazards, institutional inspections, solid waste management, hazardous/medical waste, water quality control or smoking control.
4. Attends meetings, educational conferences, and makes environmental health presentations to businesses, City agencies and other groups.
5. Prepares legal notices of violations; issues citations and prepares cases for hearings; testifies as a witness in court litigation; performs duties related to the issuance, denial, suspension and revocation of permits.
6. Interprets environmental health code provisions; coordinates environmental health requirements with other departments and bureaus; and performs related duties.

**JOB CODE TITLE: SENIOR ENVIRONMENTAL HEALTH
INSPECTOR**

JOB CODE: 6122
Business Unit: COMMN

Job Related and Essential Qualifications:

Knowledge of: Environmental sciences, such as bacteriology, chemistry, toxicology, food science and ecology; federal, state and local environmental health laws and regulations; and field inspection techniques.

Ability to: Identify problems, set priorities and formulate solutions; train, evaluate, and discipline staff; communicate orally and in writing to other departmental staff, various agencies and the general public; and provide information and education regarding environmental health issues.

Experience and Training Guidelines:

Experience:

Hazardous Materials/Hazardous or Medical Waste Specialty: requires two years experience (equivalent to class 6120 Environmental Health Inspector) in hazardous materials, hazardous waste, site mitigation and/or medical waste.

Consumer Protection Specialty: requires two years experience (equivalent to class 6120 Environmental Health Inspector) in food, housing, water quality and supply, vector control, noise abatement and/or other related environmental health inspection work.

Training:

Both, the Hazardous Materials/Hazardous or Medical Waste Specialty and the Consumer Protection Specialty require a bachelor's degree from an accredited college or university in an environmental health science or related field.

Certification:

The Consumer Protection Specialty requires possession of a REHS (Registered Environmental Health Specialist) Certificate, issued by the State of California Department of Health Services; and also requires eligibility to be deputized as a peace officer.

License:

Both, the Hazardous Materials/Hazardous or Medical Waste Specialty and Consumer Protection Specialty require possession of a valid California Driver's License.

AMENDED: 8/2/82; 1/14/00

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR

CODE: 6124

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises a Senior Environmental Health Inspector and a number of inspectors in the regular inspection of food and drink establishments, housing, industrial plants and premises in an assigned district for public health and safety hazards in order to enforce established laws, ordinances and regulations pertaining to the abatement of violations found; personally conducts special investigations of highly important and especially difficult cases and makes recommendations and special reports thereon; and performs related duties as required.

Requires responsibility for: Carrying out, developing, interpreting, coordinating and enforcing existing laws, ordinances, policies, methods and procedures in the district supervised; achieving considerable economies and/or preventing considerable losses through efficient and overall organization and supervision of inspection programs and assignments; making regular contacts with the general public, other departments or representatives of outside organizations and dealing with persons of substantially high rank in obtaining and furnishing information or explanations on specialized matters and in obtaining compliance with orders issued; requires overall supervisory responsibility for important inspectional and technical records in the assigned district. As a deputized peace officer, makes arrests when necessary in the enforcement of various codes. Nature of work requires normal physical effort and manual dexterity with occasional exposure to accident and health hazards and disagreeable elements when conducting or reviewing field inspections.

EXAMPLES OF DUTIES:

1. Administers and is directly responsible for the work assignments and performance of a Senior Environmental Inspector, inspectors and auxiliary office and clerical personnel; reviews reports and findings of inspectors; interprets applicable laws, ordinances, directives and established policies and procedures.

2. Administers the investigation of complaints involving all buildings; takes necessary action to abate illegal health, sanitary and safety conditions; coordinates efforts with appropriate city departments in the enforcement of the building, electrical, plumbing, fire and police codes; appears as witness in court litigation when required and testifies in cases involving food establishments, housing, commercial buildings and other matters.

3. Administers the conduct of complaint inspections of dwellings, hotels, apartment houses and other multiple dwellings, relative to sanitation, general maintenance of structural and operational features, light, ventilation, use and occupancy, safety and for compliance with applicable codes, detects violations; coordinates efforts with the appropriate city department in the enforcement of the building, electrical, plumbing, fire and police codes, makes follow-up inspections to assure ordered corrections have been made; makes recommendations for order of vacation or condemnation of buildings remaining in violation; prepares condemnation reports, appears and testifies at condemnation hearings.

4. Prepares work schedules and assignments for office and field activities, investigations and special surveys relating to food, housing, urban renewal, industrial hygiene, air pollution, vector control, mosquito control and abatement and other environmental, ecological problems; observes routine office procedures and field activities for purposes of improving forms, techniques and overall performance; assists in the development and advancement of subordinates through training and effective use of employee development program.

5. Conducts spot inspections to determine efficiency of inspection work; confers with personnel on all problems concerning both office and field activities; advises on best procedures in order to insure maximum degree of compliance.

EXAMPLES OF DUTIES: (contd)

6. Consults with outside individuals and representatives of various concerns and establishments regarding compliance with regulatory requirements and orders issued, and to work out disputes or misinterpretations of existing provisions; confers with architects, contractors and attorneys on plans and specifications for new structures or rehabilitation of existing buildings; confers with members of other governmental jurisdictions in matters relating to specific activities and interpretations of applicable codes and regulations; accompanies representatives of the State Department of Agriculture on field inspections of meat processing plants.

7. May be assigned to administer and supervise the development and implementation of programs with respect to health and safety for employees of the Health Department; investigates and causes compliance with joint commission accreditation and related standards for institutions and other facilities of the Health Department; personally reviews and may investigate reports of hazards or injuries along with corrections for same; coordinates the accident prevention program for the department; provides technical information and guidance to supervisory personnel; and generally provides an awareness for safe working conditions and correction of safety hazards among city employees.

8. Personally conducts investigations of a highly important or special nature directly concerning department policy and on matters requiring more experienced judgment.

9. Makes final recommendations for issuance of warrants, citations and of any further action required to secure compliance with local, state or other existing regulations; makes final recommendations for condemnation of properties when owners fail to comply with statutory requirements; attends condemnation hearings and court litigations in connection with specific charges and violations; exercises independent judgment in quarantining and condemning unsatisfactory foodstuffs.

10. Reviews reports of completed work assignments of both field and office activities; prepares periodic consolidated reports of district environmental health inspectors; conducts periodic staff meeting for purpose of disseminating new information and clarification of existing requirements, policies, methods and procedures; analyzes reports and activities of office and clerical personnel for compliance of essential information and statistical data.

11. Serves as departmental representative in matters relating to safety and accident prevention; conducts safety meetings with supervisorial personnel to review employee accidents and accident reporting as well as accident prevention.

12. When assigned, supervises and serves as consultant for the Senior Environmental Health Inspector in charge of dairy and milk sanitation specialist for district offices of the bureau of environmental health.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in sanitation or sanitary engineering including courses in public health and administration, epidemiology, public health statistics, public health microbiology and environmental sanitation.

Requires at least seven years of experience in food, housing, general sanitation and other related inspectional work of which two years shall have been as a Senior Environmental Health Inspector; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a broad working knowledge of: Field inspection techniques and procedures and related office routines, forms, documents and reports; state laws and city ordinances and health department rules and regulations pertaining to general sanitation, housing inspection, hospital procedures and sanitation, accident prevention and safety procedures.

CLASS TITLE: PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR

CODE: 6124

MINIMUM QUALIFICATIONS: (contd)

Requires exceptional skill and ability to: Meet and deal with the general public as well as with many different food vendors, retailers, food manufacturing representatives, building owners and managers, tenants and others; obtain and enforce effective cooperation and understanding of requirements to improve general public health and sanitary conditions in the assigned district; organize and effectively supervise inspectors and auxiliary office and clerical personnel.

License: Requires registration as a sanitarian in the State of California and possession of a valid state motor vehicle operators license.

When assigned to supervision of dairy and milk inspection, requires certification by the State Personnel Board to the eligible list of persons qualified to enforce Division 15 (Milk and Milk Products Act of 1947) of the California Agricultural Code and the regulations of the Director of Agriculture.

PROMOTIVE LINES:

To : 6126 Chief, Bureau of Environmental Health Services
6127 Assistant Chief, Bureau of Environmental Health Services

From: 6122 Senior Environmental Health Inspector

AMENDED: 5/31/72

(Consolidates duties of class 6114 Chief Dairy and Milk Inspector herein; abolishes class 6110)



(AMENDED)

DOCUMENT 5

FEB 16 1971

CODE: 6125

CLASS TITLE: HOSPITAL HEALTH AND SAFETY OFFICER

CHARACTERISTICS OF THE CLASS:

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Under direction, performs professional duties as a staff specialist in occupational health and safety, industrial hygiene and environmental sanitation in the municipal hospitals, emergency medical centers and other medical service facilities of the Department of Public Health; and performs related duties as required.

Requires responsibility for: Planning, developing, coordinating and carrying out programs relating to safety and environmental health within the Department of Public Health; making regular and responsible contact with departmental personnel, including administrators, medical staff members, supervisors and individual employees; compiling and analyzing accident and injury statistics and preparing reports and recommendations from these records.

DISTINGUISHING FEATURES:

Incumbents in this class are expected to function at the journeyman level and must exercise considerable initiative and creativity in establishing health and safety programs within the department, as well as interpreting and enforcing existing laws and procedures in these areas and keeping adequate records and reports with which to measure the effectiveness of these efforts.

EXAMPLES OF DUTIES:

1. Plans, develops, coordinates and carries out programs to meet specific health and safety needs of patients, visitors and employees in municipal hospitals, emergency medical centers and other medical service facilities within the department; consults with administrators, supervisors and other personnel to identify and correct unsafe practices or conditions within the department; evaluates health hazards in existing Public Health buildings and proposed new construction.

2. Determines applicability of various governmental codes and regulations; advises hospital administrators of these codes and regulations and recommends modifications in hospital facilities and practices in order to meet prescribed standards.

3. Plans and participates in health and safety training; works with hospital training personnel to integrate health and safety training with other training programs; obtains and determines appropriate use of posters and audio-visual materials in training programs and safety campaigns; evaluates effectiveness of safety training efforts.

4. Compiles and analyzes accident and injury statistics and cost data; reviews and evaluates reports on accidents which may involve workman's compensation benefits; prepares reports on hospital safety experience and uses them to recommend measures to increase the effectiveness of the health and safety programs; does follow-up work to insure the implementation of health and safety recommendations.

5. Acts as consultant to the hospital environmental health and safety committees; provides liaison between the department and other agencies on health and safety matters.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in sanitation or sanitary engineering, including courses in public health and administration, epidemiology, public health statistics, public health microbiology and environmental sanitation, supplemented by a Masters Degree in an appropriate professional field and three years of experience in one or more of the environmental health and safety

MINIMUM QUALIFICATIONS: (contd)

fields, including hospital safety experience; or a Bachelors Degree in sanitation or sanitary engineering, and five years of similarly appropriate experience in one of the related specialty fields; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Requires a broad working knowledge of field inspection techniques and procedures; Federal and State laws, City ordinances and Health Department rules and regulations pertaining to the field of hospital licensure and regulation; environmental health, occupational health and safety, general food and sanitation regulations, and hospital inspection techniques.

Requires considerable ability to meet and deal with professional health personnel and hospital maintenance staffs, as well as with many different vendors, retailers and manufacturing representatives in the health and safety field; and to develop effective cooperation and understanding of requirements to improve environmental health and safety conditions in hospitals and other medical service facilities.

PROMOTIVE LINES:

To : No normal lines of promotion

From: 6124 Principal Food and Environmental Health Inspector
Original entrance examination

ADOPTED: 11/16/70

AMENDED: 1/4/71

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR, BUREAU OF ENVIRONMENTAL
HEALTH SERVICES

CODE: 6126

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, administers all activities pertaining to environmental health services; directs the enforcement of the applicable provisions of the State and Federal laws and codes and local municipal ordinances and Health Department regulations by directing inspections and investigations of complaints; directs services performed for State and Federal bureaus and municipal agencies; directs services performed for fee-supported activities; directs other bureau activities; functions as the administrator and as the highest level inspector and investigator in the Bureau; as a deputized peace officer, makes and directs subordinate staff to make arrests when necessary in the enforcement of the various codes; and performs related duties as required.

DISTINGUISHING FEATURES:

This is a one-position classification responsible for administering all activities pertaining to environmental health services. The position is responsible for enforcing legislation by directing inspections and investigating complaints. This enforcement is also accomplished through services provided for other government bureaus and agencies, as well as for fee-supported activities and by directing related programs under the jurisdiction of the Department of Health Care Services of the City and County of San Francisco.

EXAMPLES OF DUTIES:

1. Directs the enforcement of applicable provisions of State and Federal laws and codes and local municipal Ordinances and Health Department regulations, including the health, housing, planning, safety, industrial relations, administrative, agricultural, penal, building, electrical, plumbing, fire and police codes.
2. Directs surveillance pertaining to illegal health, sanitary, and safety conditions in buildings; coordinates such efforts with the Department of Public Works, Bureaus of Inspection and the Fire and Police Departments; makes recommendations for order of vacation or condemnation of buildings remaining in violation and orders arrests when violation cannot be resolved by other means.
3. Directs surveillance of the food service industry and miscellaneous establishments, including food product, marketing preparation and service establishments, dairy farms and milk processing and storage plants and sales outlets, and solid waste vehicles; approves recommendations for issuance or denial of various operating permits.
4. Directs other surveillance programs related to environmental health services and various consumer protection activities; including such areas as water and air quality, industrial hygiene, noise control, rodent and plague control and microwave ovens.
5. Testifies at hearings and court litigations, personally participating in very important field investigations where department policies are involved and confers with representatives of various agencies and departments.
6. As the administrator of the Bureau, is responsible for such activities as supervision of bureau staff, reviewing written reports to the Director of Health Care Services, making statistical analyses of program data and preparing budget estimates and controlling expenditures.

CLASS TITLE: DIRECTOR, BUREAU OF ENVIRONMENTAL
HEALTH SERVICES

CODE: 6126

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in sanitation or sanitary engineering, including courses in public health, administration, epidemiology, public health statistics, microbiology and environmental sanitation.

Requires at least two years experience as a Principal Environmental Health Inspector or Assistant Director, Bureau of Environmental Health Services, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of field inspection techniques and procedures and of the related office routines, forms documents, and reports; applicable laws, codes, ordinances, rules and regulations.

Requires considerable ability and skill to: Deal with the general public as well as representatives with specialized interests; obtain and enforce effective cooperation and understanding of requirements to improve environmental health conditions; administer activities of all Bureau staff. Must be able to speak effectively, explain legal requirements, analyze reports and statistics and plan inspectional programs.

License: Requires registration as a sanitarian in the State of California and a current valid motor vehicle operator's license issued by the State of California.

PROMOTIVE LINES:

TO: No normal lines of promotion

FROM: 6127 Assistant Director, Bureau of Environmental Health Services
6124 Principal Environmental Health Inspector

RETITLED AND AMENDED: 11-21-77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT DIRECTOR, BUREAU OF
ENVIRONMENTAL HEALTH SERVICES

CODE: 6127

CHARACTERISTICS OF THE CLASS:

Under general direction, functions as the principal assistant to the Bureau Director in administering activities pertaining to environmental health services; directs the supervision of Bureau personnel; coordinates the work performed in the various health centers and in the central office; functions as Bureau representative; acts as Bureau Director in the absence of the Director; may participate directly in important or highly technical investigations; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification is the principal assistant to the Bureau Director. The Assistant Director is basically responsible for assisting the Director in performing various administrative duties. The Assistant Director is also responsible for directing and coordinating the supervision of Bureau personnel and the work which they perform.

EXAMPLES OF DUTIES:

1. Assists the Bureau Director in administrative matters including acting as the Bureau Director in the Director's absence; functioning as the Bureau representative and liaison; reviewing written reports; assisting in preparing and reviewing the Bureau's budget.
2. Assists the Bureau Director in supervising Bureau staff and coordinating their activities; assists in planning, implementing and evaluating programs and policies; assists in assigning and reassigning personnel; trains Bureau personnel.
3. Assists in directing the enforcement of applicable provisions of State and Federal laws and codes and local municipal ordinances and Health Department regulations, including the health, housing, planning, safety, industrial relations, administrative, agricultural, penal, building, electrical, plumbing, fire and police codes.
4. Assists in directing surveillance pertaining to illegal health, sanitary, and safety conditions in buildings and in directing surveillance of the food service industry and miscellaneous establishments.
5. Assists in directing other surveillance programs related to environmental health services and various consumer protection activities, including such areas as water and air quality, industrial hygiene, noise control, rodent and plague control and microwave oven.
6. May personally participate in complex field investigations where department policies are involved; may appear and testify at hearings and court litigations as directed.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree with major course work in sanitation or sanitary engineering including courses in public health, administration, epidemiology, public health statistics, microbiology and environmental sanitation.

CLASS TITLE: ASSISTANT DIRECTOR, BUREAU OF
ENVIRONMENTAL HEALTH SERVICES

CODE: 6127

MINIMUM QUALIFICATIONS: (Continued)

Requires at least eight years of experience in food, housing, general sanitation and other related inspectional work of which four years shall have been as a principal inspector of environmental health and housing inspection; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires broad working knowledge of field inspection techniques and procedures and of the related office routines, forms documents and reports; applicable laws, codes, ordinances, rules and regulations.

Requires considerable skill and ability to obtain effective cooperation and understanding of requirements to improve general public health and sanitary conditions; organize and effectively supervise Bureau staff; speak effectively and explain legal requirements; analyze reports and statistics and plan inspectional programs.

License: Requires registration as a sanitarian in the State of California and a current valid motor vehicle operator's license issued by the State of California.

PROMOTIVE LINES:

TO: 6126 Director, Bureau of Environmental Health Services

FROM: 6124 Principal Environmental Health Inspector

AMENDED AND RETITLED: 11-21-77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SAFETY ANALYST

CODE: 6130

CHARACTERISTICS OF THE CLASS:

Under general direction, establishes comprehensive occupational safety programs such as confined space entry and fire prevention; plans and conducts worksite hazard analysis to identify occupational safety hazards; serves as a technical advisor in the area of compliance with the appropriate safety and health standards; develops and conducts training classes in occupational safety and health; performs job safety analysis; reviews engineering plans and facility designs to ensure that they comply with occupational safety and health regulations; investigates industrial accidents; performs trend analysis on injury/illness data; oversees relevant record keeping; performs related duties as assigned, and may supervise subordinates as required.

DISTINGUISHING FEATURES:

This classification is distinguished from class 5177 Safety Officer in that the latter class functions as the highest-level technical advisor concerned with occupational safety policies and procedures. It is distinguished from class 6138 Industrial Hygienist in that the latter class functions as a journey-level specialist in the recognition, evaluation and control of environmental health hazards and provides technical expertise on hazardous materials/waste policies and procedures.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Develops, implements and may manage comprehensive occupational safety programs such as injury prevention, accident investigation, safety statistics, sight conservation, machine guarding, electrical safety, and others.
2. May supervise subordinates and provide consultation to programs requiring technical information on safety-related issues.
3. Conducts training sessions for supervisors and line workers in accident investigation, occupational injury and illness recordkeeping, hazard recognition and evaluation, and other safety-related areas as needed and requested.
4. Responds to workplace accidents and other related emergency events; evaluates the situation; advises on procedures for dealing with the hazards encountered during the emergency operations; preserves the scene for accident investigation; conducts accident investigations and prepares accident investigation reports.
5. Conducts worksite and facility inspections to identify safety hazards; recommends corrective actions and assures compliance with the applicable safety standards.
6. Assesses the effectiveness of safety devices and personal protective equipment; trains employees in the proper usage of the devices and equipment.
7. Assists in administrative tasks related to compliance inspections of worksites; oversees occupational safety and health recordkeeping and maintains technical reference materials; provides statistical analyses of occupational injury/illness data; prepares related reports and makes presentations.
8. When assigned to the Department of Public Health, and under general direction of the Occupational Safety and Health Program Manager, assists City departments to establish comprehensive programs to identify and abate occupational safety hazards.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Comprehensive knowledge of the theory and practice of occupational safety, including data analyses and evaluation techniques, recordkeeping and reporting requirements; federal, state, and local regulations relating to occupational safety; and technical training techniques and methods. Ability to identify unsafe acts and conditions, determine the appropriate regulatory standard, and effectively communicate the situation; conduct accident investigations, prepare reports and recommend corrective action; develop and maintain effective working relationships with managers, supervisors, employees and their representatives.

Licenses and/or Certifications: Registration with the California Board of Registration for Professional Engineers and Land Surveyors in Safety Engineering and/or Registration as a Certified Safety Professional with the Board of Certified Safety Professionals is desirable.

ADOPTED: 4-6-92

#4269c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT INDUSTRIAL HYGIENIST

CODE: 6137

CHARACTERISTICS OF THE CLASS:

Under supervision, performs routine industrial hygiene work in connection with hazardous materials and other health hazards in the City and County of San Francisco; conducts and participates in industrial hygiene surveys of City and County facilities; conducts routine industrial hygiene monitoring of chemical and physical agents; maintains, calibrates and inventories standard industrial hygiene equipment; assists in developing and conducting occupational health and safety training programs; assists in developing technical materials relating to the enforcement of the Hazardous Material Permit and Disclosure Ordinance; and performs related duties as required.

DISTINGUISHING FEATURES:

This class functions as the entry level in the Industrial Hygienist series with responsibility for conducting occupational health and safety surveys and performing other duties with interaction limited to departmental health and safety personnel, first line supervisors and departmental employees. It is distinguished from the journey level Industrial Hygienist in that the latter serves as technical advisor to departmental representatives, managers and the public in the enforcement of occupational safety and health regulations, the Hazardous Materials Permit and Disclosure Ordinance and related laws and regulations.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Conducts and participates in industrial hygiene surveys of city and county facilities for the purpose of identifying, evaluating, controlling and regulating the use of hazardous materials and hazardous physical agents; investigates and evaluates health and safety hazards and advises industrial hygienists and health and safety personnel of findings for necessary remedial action; conducts routine industrial hygiene monitoring of chemical and physical agents.

2. Provides technical assistance to city and county departments in establishing legally mandated elements of Occupational Safety and Health Programs; assists departmental personnel in evaluating employee reports of unhealthy working conditions where an employee believes exposure to toxic chemicals or harmful physical agents has occurred.

3. Assists Health Educators in developing and conducting training programs on occupational health and safety topics such as hearing conservation, respiratory protection and asbestos awareness and safety.

4. Advises departmental health and safety personnel on matters pertaining to occupational health; provides technical support in identifying, preventing, and controlling health and safety hazards, and in coordinating enforcement of applicable laws, policies, procedures and regulations.

5. Assists in administrative tasks related to enforcement of codes and other regulations; maintains technical reference materials and records; compiles data and assists in preparation of reports.

6. Participates in meetings with departmental groups concerning industrial hygiene and hazardous materials matters; attends seminars and workshops to maintain current knowledge and to improve skills and techniques.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of: Routine industrial hygiene survey techniques; identification of chemicals and assessment of chemical and physical hazards; chemical sampling and analysis theory and practice; federal and state occupational health regulations; professional standards, procedures and methods concerning the safe handling, and use of hazardous materials.

Ability to: Identify and evaluate chemical and other hazards quickly and accurately; perform routine industrial hygiene monitoring utilizing standard industrial hygiene equipment; communicate effectively, both orally and in writing technical information on industrial hygiene matters to industrial hygienists, safety personnel, first line supervisors and departmental employees.

ADOPTED: 9-18-89

#4101c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MANAGER, OFFICE OF HEALTH & SAFETY

CODE: 6141

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans, directs, coordinates and manages the administrative and operational activities of a Health & Safety office for a large department. Directs the activities of subordinate professional and support personnel involved in the identification, evaluation and control of hazardous materials, wastes and other health and safety hazards; implements a program of occupational/industrial safety and injury prevention; makes administrative interpretations of state and federal Laws, ordinances, rules and regulations; prepares new and revised rules and regulations for departmental use; manages the development and provision of appropriate education and training programs for departmental staff; and acts in an advisory and liaison capacity to the operating divisions within the Department.

DISTINGUISHING FEATURES:

This classification is distinguished from lower level safety and industrial hygiene positions by its managerial responsibility for administering all activities pertaining to environmental health and occupational safety services within a large department, and ensuring compliance with environmental health and occupational safety laws, ordinances, rules, and regulations.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Directs the work of subordinate professional staff, including safety officers, and industrial hygienists, and support staff in the identification, evaluation and control of hazardous materials, wastes and other health and safety hazards, and implements and maintains a department program of occupational/industrial safety and injury prevention.
2. Develops health and safety performance standards, goals, and objectives for all divisions of a large department and monitors performance.
3. Develops section budget, goals, plans and priorities and establishes standards for performance of subordinate staff.
4. Consults with and advises management and staff on policies, procedures, and practices contributing to improving environmental health and industrial safety policies and procedures.
5. Directs efforts to ensure compliance with all federal, state, and local laws, ordinances, rules, regulations and departmental policies and procedures.
6. Manages, and implements a department-wide program of training and education in the areas of environmental health and occupational safety; reviews training and education programs, ensures all mandated training is conducted in compliance with legal requirements.
7. Represents the department on health and safety issues, policies, procedures, and regulations before a variety of boards, commissions and other groups and interfaces with regulatory, environmental, and special interest organizations.

CLASS TITLE: MANAGER, OFFICE OF HEALTH & SAFETY

CODE: 6141

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Extensive knowledge of occupational health and safety standards, practices, federal, state and local laws; and understanding of requirements to comply with and improve environmental health and industrial safety policies and procedures.

Considerable skill and ability to: communicate technical and legal requirements effectively, obtaining cooperation from top managers and division staff; organize and effectively supervise subordinate staff; analyze reports and statistics and plan inspection programs.

Certification: Possession of, or eligibility for, certification as an Industrial Hygienist and/or certification as a Certified Safety Professional by the Board of Certified Safety Professionals is desirable.

ADOPTED: 6/3/91

#4220c

CLASS TITLE: DIRECTOR OF TOXICS AND SAFETY SERVICES

CODE: 6144

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs and coordinates a comprehensive city-wide program of Toxics and Safety Services, including hazardous waste, hazardous materials permits, underground storage tanks, toxics education and training, special projects and community affairs, asbestos management and occupational safety and health programs; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position class reports to the Deputy Director for Business and Operations, Department of Public Health and is responsible for the administrative and technical direction of all activities pertaining to toxics and safety services. The class is distinguished from the Director, Bureau of Environmental Health Services in that the latter is responsible for consumer services such as food establishment sanitation, water supply protection, vector control and related environmental health service programs.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, organizes, directs and coordinates the activities of the Division of Toxics and Safety Services; plans, develops, implements, and monitors programs, policies and procedures to insure compliance of City agencies and enforcement of businesses with federal, state, and local laws and regulations; identifies program needs and sets program priorities; develops and monitors the department budget.

2. Directs the enforcement of applicable provisions of local, state and federal laws, regulations and local municipal ordinances, including hazardous waste, hazardous materials, underground storage tanks, asbestos, soil testing for hazardous wastes, health and safety administration, emergency response, and fire and police codes.

3. Selects, assigns, supervises and evaluates professional, technical and support personnel directly and through subordinate supervisory staff; identifies training needs and determines appropriate training programs; assists City agencies in the recruitment and selection of qualified personnel.

4. Directs and coordinates city-wide hazardous waste and occupational safety and health programs; directs surveillance pertaining to illegal hazardous waste disposal, toxic waste, water and air quality, occupational safety and health management, employee assistance programs, monitoring of City owned underground storage tanks, industrial hygiene, environmental assessments, emergency response, epidemiological studies, site mitigation, and infectious wastes; develops city-wide accident prevention and loss control measures and programs; prepares specific activity safety rules, regulations and master plans for toxics and safety for City departments.

5. Chairs and/or coordinates activities of advisory and policy committees, and interfaces with regulatory, environmental, special interest, community, and labor organizations; testifies at hearings, in court, and before boards, commissions, and other groups; assists private businesses and City agencies in meeting regulations; participates in important field investigations where department policies are involved; may recommend issuances, warrants, citations, fines, liens and permits, and may seek arrest and prosecution.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars....Applicants must be guided solely by the announcement of the examination for which they apply." (CSC RULE 9)

Knowledge, Abilities and Skills: Comprehensive knowledge of: federal, state, and local laws, city ordinances, rules and regulations pertaining to hazardous materials and waste management, industrial hygiene and environmental health and safety and their enforcement; field inspection techniques and equipment; environmental sciences such as industrial hygiene, hazardous materials and waste management, chemistry and assessment of chemical hazards, toxicology, chemical sampling and analysis theory, bacteriology, radiation and ecology in order to supervise the performance of highly technical health inspections.

Considerable ability to: direct subordinates in the performance of their duties; implement policies and programs; conduct highly complex and difficult inspections; deal tactfully and effectively, using discretion and sound judgement when working with governmental officials, representatives of outside businesses and interests, staff, employees and the general public.

CERTIFICATION: Possession of a certificate issued by the American Board of Industrial Hygienists for the Comprehensive Practice of Industrial Hygiene.

ADOPTED: 9-18-89

#4104c

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED AND
RETITLED)

CLASS TITLE: ASSISTANT SEWER SAFETY INSPECTOR

CODE: 6208

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists the Sewer Safety Inspector in maintaining the City's sewer safety program; performs testing necessary in the location of toxic and explosive gas conditions in the sewer system; operates mobile testing unit including pipe locator; and performs related duties as required.

Requires responsibility for: Following established procedure and methods in connection with sewer safety and testing activities; making contacts with departmental personnel, representatives of other City departments, outside organizations, and the general public relative to sewer testing activities; maintaining records and preparing reports on inspections made.

EXAMPLES OF DUTIES:

1. Sets up and operates gas detection equipment at various locations to detect combustible and toxic gases within the sewer system; records results and notifies appropriate authorities when gas leaks are located and above the prescribed limits.
2. Operates explosimeter, sulfide detector, oxygen detector and pipe locator; assists the Sewer Safety Inspector in instructing sewer maintenance and other underground work crews in safety practices and the use of testing equipment as related to toxic and explosive gas conditions; maintains testing equipment, performing minor repairs when necessary.
3. Reports to appropriate City departments the presence of defects in sewer manholes, structural defects, industrial wastes and other materials which might block sewer flow; maintains records of test locations and results and prepares reports on same.
4. Assists Sewer Safety Inspector in the operation and coordination of the sewer photography program; acts for Sewer Safety Inspector in his absence.
5. May supervise a workman in opening and closing sewer manholes for inspection and gas testing purposes; setting up traffic barricades; acting as traffic flagman while gas testing activities are in process.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by at least two years of experience in making laboratory or field tests of toxic or explosive gases under proper safety conditions; or some equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: Safety regulations pertaining to noxious gases; the geographic location of the City sewer system; techniques, methods and equipment used in sampling and testing for toxic and explosive gases within the sewer system.

Requires ability to: Adjust and operate gas testing equipment; operate pipe locator to establish locations of conduits and pipelines; maintain records and prepare reports on testing activities.

License: Requires possession of a valid State Motor Vehicle Operator's License.

PROMOTIVE LINES:

To : 6216 Sewer Safety Inspector
From: Original entrance examination

AMENDED: May 18, 1970



CLASS TITLE: STREET LIGHTING INSPECTOR

CODE: 6212

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs investigations and inspectional work in connection with the contractual maintenance of the city-owned street lighting systems; and performs related duties as required.

Requires responsibility for: interpreting and enforcing contractual provisions in connection with the maintenance and operation of the street lighting system; making regular contacts with the general public, other departmental personnel and outside organizations relative to the street lighting system; preparing and checking field reports, maps, charts and other data relating to street lighting maintenance and operations.

EXAMPLES OF DUTIES:

1. Makes continuing inspections of the street lighting system for damage or deterioration of lighting facilities; determines repairs, replacement or maintenance requirements of such facilities, including the preparation of cost estimates.

2. Prepares service orders directing the contractor to perform the necessary work involved and makes follow-up inspection to assure such work has been properly completed.

3. Reviews bills submitted by the contractor relative to work orders initiating repair or maintenance work.

4. Makes routine night inspections of street lighting facilities in operation; inspects lighting facilities installed in new streets and subdivisions prior to acceptance by city for its operation.

5. Investigates complaints and requests for service and requests for relocation of street lighting facilities and prepares recommendations for corrective measures.

6. Collects field data in connection with the preparation of lighting systems, maps, charts and related records; supervises the drafting and preparation of such charts and maps and the maintenance of related operation records.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by four years of electrical drafting and construction inspection work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: electrical theory, procedures and circuits, particularly as applied to extensive street lighting systems; the construction and maintenance operations and the equipment and materials used in street lighting systems.

Requires ability to: read and interpret plans, drawings and specifications; deal effectively and courteously with contractors and the general public; inspect and analyze lighting systems needs and requirements and to prepare sound recommendations in connection therewith.

License: Requires possession of a valid state motor vehicle operator's license.

CLASS TITLE: STREET LIGHTING INSPECTOR

CODE: 6212

PROMOTIVE LINES:

To: No normal line of promotion

From: Original entrance examination

CLASS TITLE: SEWER SAFETY INSPECTOR

CODE: 6216

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the development and supervision of the sewer safety program, including the testing and locating of toxic and explosive gas conditions in the sewer system; and performs related duties as required.

Requires responsibility for: developing, interpreting and coordinating methods and procedures relative to sewer safety and gas testing activities; making regular contacts with other departmental personnel, outside agencies and the general public on safety program and inspectional activities; preparing and maintaining detailed records and reports on inspectional activities.

EXAMPLES OF DUTIES:

1. Supervises and instructs sewer maintenance personnel in proper safety practices and the use of safety equipment, particularly as related to toxic and explosive gas conditions; supervises or conducts inspections of the sewer system to locate gaseous conditions.

2. Makes investigations of complaints on explosive or toxic gas conditions in the sewer systems.

3. Meets with other departmental and industrial representatives in connection with the purchase of safety equipment and the development of safety procedures.

4. Maintains records and prepares reports on inspectional activities; may testify at industrial safety hearings on accidents or injuries involving sewer maintenance personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in chemistry or a closely related field.

Requires at least one year of experience in the field of industrial safety, preferably related to the inspection of toxic and explosive gas conditions; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: the sewer system; the methods, techniques and equipment used in the detection of gaseous and other dangerous conditions in the system; applicable industrial safety codes and regulations.

Requires ability to: assign, supervise and review the work of subordinate personnel; deal effectively and courteously with other departmental personnel, industrial representatives and outside agencies on safety matters; analyze dangerous conditions in the sewer system and recommend necessary remedial action; prepare and maintain detailed records and reports.

License: Requires possession of a valid state motor vehicle operator's license.

CLASS TITLE: SEWER SAFETY INSPECTOR (continued)

CODE: 6216

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

OB CODE TITLE: WEIGHTS & MEASURES/AGRICULTURAL TRAINEE

JOB CODE: 6218

Business Unit: COMMN

Definition:

Under immediate supervision and guidance, trainee incumbents function in a learning capacity with increasing independence to test and inspect agricultural products which detect pests, insects, diseases, evidence of deterioration; and commercial weighing and measuring devices. Trainees also certify the accuracy and suitability of devices to charge customers; investigate complaints such as those for the fraudulent or negligent use of weighing and measurement devices; uphold agriculture, weights and measures laws and regulations and enforces policies and procedures of the department and the State of California Division of Measurement Standards and Food and Agriculture, in order to prepare for the State Department of Food and Agriculture's license examinations for the County Agricultural Inspector/Biologist or County Weights & Measures Inspector.

Distinguishing Features:

This is the entry-level position in the Weights & Measures/Agriculture series. The Weights & Measures/Agriculture Trainee classification provides training and experience to allow incumbents to develop professional competence as either a journey level Agricultural Inspector or Inspector of Weights and Measures, while working under the guidance and supervision of experienced Agricultural Inspectors and Inspectors of Weights & Measures in a structured work-experience training program. Work performance is evaluated on the basis of progress in this program. Assigned duties increase in scope and difficulty as trainee incumbents demonstrate their ability in performing moderately complex agricultural/weights and measures duties. Trainees work with increased independence as professional competence is demonstrated.

The Weights & Measures/Agriculture Trainee is distinguished from journey level classes 3450 Agricultural Inspector and 6220 Inspector of Weights & Measures who work under general supervision and require valid possession of two of three licenses as a County Inspector of Weights & Measures or two of five licenses as a Agricultural Inspector/Biologist issued by the California Department of Food and Agriculture.

Appointments in class 6218 Weights & Measures/Agriculture Trainee will be limited to a maximum of 18 months. Within one year of appointment, trainees must obtain at least one state license as a Agricultural Inspector/Biologist or as a County Weights & Measures Inspector. A second license as an Agricultural Inspector/Biologist or as a County Weights & Measures Inspector must be obtained within the 18 month training period.

Supervision Exercised: None

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Reads, studies and applies technical knowledge of agricultural and weights & measures laws and regulations, procedures and guidelines for enforcement of standards.
2. Performs accuracy tests using certified weights and volumetric measures; accurately observes and records data; organizes inspections in an efficient manner; reads maps effectively.

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3. Performs high-risk exclusion inspections of incoming plant and household goods to prevent the introduction of unwanted pests. Inspections are conducted at the US Post Office, UPS, Federal Express, household shipments from out of state and high-risk specialty markets.
4. Assists in inspecting and testing devices according to established policies and procedures of the department and the State of California Division of Measurement Standards; testing devices may include but not be limited to: gas pumps, taximeters, grocery and deli scales; jewelry scales, vehicle scales, recycling scales, wire meters; other weighing and measuring devices include apothecary and analytical balances, electronic and mechanical scales and mechanical fabric measuring devices.
5. Assists in certifying the accuracy and suitability of devices to charge customers, to prevent the fraudulent or negligent use of the device, to protect and promote fair business practices and to ensure continued consumer confidence in the marketplace.
6. Assists in inspecting nurseries for plant quality and labeling compliance.
7. Assists in the testing of heavy capacity scales with large weight trucks.
8. Conducts field investigations of complaints concerning illegal weights and measures practices reported by the general public or other agencies; evaluates evident violations and discusses appropriate action with supervisor(s); as necessary, makes "buys" for evidence.
9. Consults with the general public on matters concerned with weights and measures devices; demonstrates tactful and considerate inter-personal communication skills in dealing with co-workers, supervisors and the general public.
10. Documents all work performed; maintains accurate and detailed records, reports and dailies; assists in investigations and evaluates violations; maintains weights and measures vehicles and property in good condition.
11. Conducts simple mathematical conversion of units of measurement.
12. Utilizes basic computer skills to input data and access information.
13. Performs other duties as assigned.

Job Related and Essential Qualifications:

Ability to: follow written and oral directions; accurately observe and record data; use basic computer skills to input data and access information; read, study and apply technical material such as agriculture and weights and measures' laws, regulations, procedures and guidelines; exercise efficient organizational skills; maintain accurate and detailed records, reports, and daily inspection forms; work efficiently and cooperatively with co-workers and supervisors; communicate effectively with the public; exercise courtesy and firmness in enforcing laws and maintaining good public relations; and maintain vehicles and equipment.

Training and Experience Guidelines:

Training and Experience: Baccalaureate degree from an accredited college or university with major coursework in agriculture, biology, chemistry, physical sciences, math, engineering, law enforcement, or other closely related field; **AND** must meet all eligibility requirements to take the Licensing Examination administered by the California Department of Food and Agriculture for County Agricultural Inspector/Biologist or County Weights & Measures Inspector.

License: Possession of a current valid Class C and/or B driver's license with a good driving record.

JOB CODE TITLE: WEIGHTS & MEASURES/AGRICULTURAL TRAINEE

JOB CODE: 6218
Business Unit: COMMN

Substitution: Experience in one or more of the following areas may substitute for up to two years of the required college education for Weights & Measures Trainee on a year-for-year basis: enforcement of agricultural laws or weights & measures; inspection, maintenance, repair or installation of weighing or measuring instruments or equipment; and quality control or quantity control work in the production of consumer commodities.

Special Requirements: Essential duties require the following physical skills and work environment: ability to lift and carry objects weighing up to 50 pounds; work in inclement weather; perform testing in wet spaces or extreme cold storage facilities; handle or be exposed to petroleum products, vapors and other liquids having hazardous and potential risk factors; drive a vehicle which requires a Class C and/or B driver's license; work overtime, nights, weekends and/or holidays as required.

Effective Date: November 30, 1998

Retitled & Amended: 8/18/00

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

DOCUMENTS DEPT

AUG 31 2000

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CHARACTERISTICS OF THE CLASS:

Under general supervision, tests devices used for commercial weighing, metering and measuring; inspects declared weights and volumes of packaged goods and commodity containers for conformity with state regulations and standards; makes minor adjustments to bring weighing and measuring devices within accepted tolerances; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing policies and procedures relative to inspectional activities; regularly contacting employees, merchants, businessmen and other personnel in explaining and interpreting applicable laws, policies, rules and regulations; the maintenance of records and the preparation of reports on inspectional activities.

EXAMPLES OF DUTIES:

1. Conducts field investigations of complaints concerning illegal weights and measures practices reported by the general public or other agencies; evaluates evident violations and discusses appropriate action with superiors; initiates the processing of issuances of citations and participates in subsequent hearings.
2. Reviews laboratory analyses of gasoline and motor oils for compliance with state specifications and to identify substitutions, dilution, adulteration and similar illegal practices; makes volumetric and weight tests of packages of food; confers with representatives of private firms concerning test findings; assists in establishing control weights for field tests of various products.
3. Inspects and tests apothecary balances, analytical balances; inspects gas truck tanks; inspects mechanical fabric measuring devices; makes field tests of a wide variety of measuring and weighing devices.
4. Consults with the general public on matters concerned with weights and measures enforcement; interprets actions taken by other inspectors and the steps necessary for approval of weights and measures devices.
5. Inspects pre-packaged meats and frozen foods for net weight and proper labeling; checks tare weights and shrinkage allowances; determines probable cause of underweight packaging in order to recommend appropriate remedial or legal action.
6. Explains probable causes of underweight packaging to store personnel and suggests appropriate methods of determining tare weight and establishing shrinkage allowances schedules; advises businessmen on standardization procedures and controls to assure conformity with net weight requirements.
7. Investigates complaints of inaccurate net weights, labeling and advertising; issues warnings and citations to violator; makes "buys" for evidence as necessary.
8. Makes routine and special investigations of industrial scales; makes adjustments and minor repairs to such equipment; assists in the design and calibration of new testing equipment.

CLASS TITLE: INSPECTOR OF WEIGHTS AND MEASURES

CODE: 6220

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by at least one year of experience in the maintenance, repair or manufacture of scales, pumps, meters and similar measuring and weighing devices; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: the construction and operation of scales, meters and other measuring devices; state and local laws pertaining to weights and measures.

Requires ability to: note precise measures and quantities quickly and accurately; follow oral and written directions; use impartial judgment in choosing courses of action which will protect and cause least inconvenience to merchants; exercise a proper combination of courtesy and firmness in enforcing the laws and maintaining good public relations.

License: Requires possession of a valid state motor vehicle operators license.

PROMOTIVE LINES:

To: Senior Inspector of Weights and Measures

From: Original Entrance Examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SEALER OF WEIGHTS AND MEASURES

CODE: 6224

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, organizes and directs all weights and measures inspection activities in the city; enforces provisions of applicable codes, laws and regulations; develops and maintains sound public relations with individuals and groups served or affected by the weights and measures program; and performs related duties as required.

Requires major responsibility for: developing, coordinating, organizing and executing policies and procedures relative to inspectional activities; makes continuous responsible personal contacts with employees, merchants, businessmen, professional personnel and representatives of organizations and groups in connection with the explanation and interpretation of applicable laws, policies, rules and regulations; requires over-all supervisory responsibility for the maintenance of inspectional records and the preparation of related reports.

EXAMPLES OF DUTIES:

1. Plans, organizes and directs county-wide programs for the inspection and testing of weighing and measuring devices and of liquid containers and packaged food products; formulates and applies policies conforming with state weights and measures rules and regulations and with federal standards.
2. Confers with subordinates to develop, plan and initiate procedural changes; conducts staff meetings to explain and interpret rules and policies.
3. Attends local, state and national meetings and conferences to represent the city and county; confers with state and federal personnel and other sealers of weights and measures to discuss and keep informed on problems and new developments; confers with other local county department representatives to advise on weights and measures practices.
4. Issues office citations and holds hearings on violations of weights and measures rules and regulations; personally hears cases and determines the need for further hearings or prosecutions; hears complaints regarding the weights and measures citations and determines the proper adjustment of such matters.
5. Directs the study of county weights and measures enforcement problems and related matters; determines the scope and nature of weights and measures services required to meet changing conditions.
6. Directs the preparation and maintenance of inspection, testing and other required records and reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively more responsible experience in the maintenance, repair or manufacture of scales, pumps, meters and similar weighing and measuring devices, including four years of responsible supervisory experience; or an equivalent combination of training and experience.

CLASS TITLE: SEALER OF WEIGHTS AND MEASURES
(continued)

CODE: 6224

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: provisions of relevant state laws, business codes, national standards and local ordinances; inspection and testing techniques used in the weights and measures enforcement field; sources available for the investigation determination and resolution of weights and measures problems.

Requires ability to: plan, organize and administer the weights and measures inspection and enforcement program; interpret, explain and enforce the provisions of governing laws and regulations; establish and maintain effective relations with persons and agencies concerned with weights and measures enforcement matters and to speak and write effectively.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Senior Inspector Weights and Measures

OCT 23 2000

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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JOB CODE TITLE: STREET INSPECTOR

JOB CODE: 6230

Business Unit: COMMN

Definition:

Under general supervision, inspects the use, condition, and construction of streets, sidewalks, trench excavations and repair projects to ensure compliance with codes, specifications, regulations, and permit conditions; reads and interprets plans, specifications, codes, ordinances and regulations; investigates claims and complaints regarding street and sidewalk defects and improper use; takes corrective action by notifying responsible parties and issuing citations, if necessary; responds either orally or in writing to inquiries and complaints regarding implementation of codes, permits, ordinances and regulations; makes regular contacts with other departmental personnel and outside organizations; attends meetings and hearings to resolve issues prior to construction or corrective action; provides depositions or testifies in court as necessary.

Distinguishing Features:

This is an entry-level position that has responsibility for enforcement of codes, regulations and ordinances relative to public right of way use and safety.

Supervision Exercised:

None.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Performs site inspections of streets, sidewalks, trench excavations, and utility and repair projects.
2. Reads and interprets permits, plans and specifications.
3. Enforces codes, regulations and ordinances.
4. Investigates complaints and claims related to public use, condition or safety concerns.
5. Responds to inquiries regarding interpretation and implementation of codes and permits.
6. Writes reports and correspondence.
7. Attends meetings, conferences and hearings with public and private agencies.
8. Provides depositions or testifies in court.
9. Operates a motor vehicle in the course of making site visits or attending meetings.
10. Uses a personal computer to write routine reports, correspondence, and maintain records.
11. Uses a telephone or cell phone to initiate, receive and return calls from public and private entities.
12. Performs mathematical calculations related to construction plans, drawings, and maps.
13. Performs related duties as required.

JOB CODE TITLE: STREET INSPECTOR

JOB CODE: 6230

Business Unit: COMMN

Job-related and Essential Qualifications:

Knowledge of: roadway, street and sidewalk inspection practices and procedures; basic mathematics; and safety procedures.

Ability to: interpret and apply codes, specifications, ordinances and regulations; maintain good working relationships; communicate effectively, both orally and in writing; perform basic word processing functions on a computer; and operate a motor vehicle.

Experience and Training Guidelines:

Three years of experience in construction related to streets, roadways and sidewalks; or in code enforcement affecting the public right of way; or in construction materials testing; or in permit review, permit issuance, or plan checking related to the construction, maintenance or use of the public right of way.

License: Possession of a valid driver license.

Special requirements:

None.

Amended Date: 10/6/00

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

NOV 17 2003

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**SAN FRANCISCO
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Under direction, enforces appropriate codes, ordinances and regulations governing the use, construction, repair, maintenance, and conditions involving roadways, streets and sidewalks, or related to the development and enhancement of the public right of way. May supervise the office and field activities of personnel engaged in inspecting and investigating street and sidewalk conditions, perform inspections of more complex projects, or be assigned to special projects.

DISTINGUISHING FEATURES:

This class may perform first level supervisory functions or perform inspections of more complex projects, either of which is related to compliance with codes, ordinances, and regulations governing the use, development and enhancement of the public right of way

SUPERVISION EXERCISED:

Incumbents in this class may supervise incumbents in class 6230 Street Inspector, perform inspections of more complex projects or oversee special projects.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Performs site inspections of streets, sidewalks, trench excavations and repair projects.
2. Reads, reviews, interprets and recommends revisions to complex permits, plans and specifications.
3. Enforces codes, regulations and ordinances, and recommends administrative penalties, as necessary.
4. Investigates complex complaints and claims related to public right of way, encroachment, permit use, or public safety.
5. Responds to inquiries and complaints and may mediate conflicts.
6. Writes reports and correspondence and may prepare ordinances, resolutions and documents for public hearing.
7. Coordinates and facilitates meetings, conferences and hearings.
8. Provides depositions or testifies in court.
9. Performs mathematical calculations related to construction, plans, drawings, and maps.
10. Analyzes program goals and makes recommendations for unit performance goals and budget.
11. Operates a City vehicle in the course of performing site inspections or attending hearings and meetings.

JOB CODE TITLE: SENIOR STREET INSPECTOR

JOB CODE: 6231

Business Unit: COMM

12. Uses a computer to generate reports, maintain records, and to communicate with others.
13. Uses a telephone in the office or cell phone in the field.
14. May supervise a unit of Street Inspectors.
15. May be assigned to special projects related to the development and enhancement of the public right of way.
16. Performs other duties as required.

Job Related and Essential Qualifications: Knowledge of roadway, street, and sidewalk inspection practices and procedures; basic math; and safety procedures.

Ability to: interpret, apply, and enforce codes, specifications, ordinances and regulations; maintain good working relationships; communicate effectively, both orally and in writing; supervise a unit or oversee a special project; perform basic word processing functions on a computer; and operate a motor vehicle.

Experience and Training Guidelines:

Three years of experience as a Street Inspector; or in monitoring quality assurance and code compliance related to excavations, roadways, and sidewalk construction; or in permit review, permit issuance, or plan checking related to the construction or maintenance of the public right of way.

License: Possession of a valid driver license.

Special requirements:

None

Amended Date: 11/3/00

Reason for Amendment: To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this class.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: STREET INSPECTION SUPERVISOR

CODE: 6232

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises and is responsible for the city-wide program of sidewalk and street openings and rehabilitation, to assure that physical conditions conform with existing codes and ordinances; plans, assigns and supervises the work of subordinate personnel involved in the investigation and inspection of sidewalks and streets, issuing various permits for the use of streets and sidewalks and in investigating various claims; and performs related duties as required.

Requires responsibility for: interpreting, coordinating and developing methods and procedures for inspection and enforcement of regulations pertaining to streets and sidewalks; making regular contacts with the general public, other departments, agencies and outside organizations in the explanation and interpretation of such regulations; requires overall supervisory responsibility for the preparation of inspection and investigation reports and the maintenance of related records.

EXAMPLES OF DUTIES:

1. Supervises a group of subordinate personnel engaged in regulating the use and inspecting the condition of all city sidewalks, roadways and related services.
2. Receives complaints on street and sidewalk conditions and assigns subordinate personnel to inspect such conditions and secure any corrections deemed necessary.
3. Answers inquiries and requests for information relative to permits and the application of existing codes and ordinances pertaining to streets and sidewalks.
4. Makes recommendations on the care and maintenance work standards for other departments and utility companies carrying out work projects on city streets and sidewalks.
5. Enforces provisions of the various codes and ordinances applicable to the use of city streets and sidewalks.
6. Reviews inspection reports submitted by subordinate personnel in connection with liability claims filed against the city and refers same to appropriate legal officials.
7. May give deposition or appear in court relative to liability claims against the city.
8. Approves permit applications for the use of streets and sidewalks, including building movement, sub-sidewalk space and driveway construction; approves blasting permit applications.
9. Makes field inspections when necessary to reply to complaints and claims and to investigate the need for improvements to streets and sidewalks.
10. Prepares and supervises the preparation of investigating reports and the maintenance of related records.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by six years of progressively more responsible construction and inspection experience, especially as applied to streets, highways, and sidewalks, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: existing ordinances and regulations pertaining to the use of streets and sidewalks; modern construction methods and materials particularly as they relate to street and sidewalk maintenance.

Requires considerable ability to: plan, organize and supervise the work of subordinate inspectors; deal effectively and tactfully with the general public, outside organizations and agencies; prepare concise reports on inspectional activities; exercise good judgment in evaluating claims and interpreting investigating data.

PROMOTIVE LINES:

To: Street Repair Superintendent

From: Street Inspector

Revised: 10/5/61

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: REFRIGERATION INSPECTOR

CODE: 6233

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for inspecting all types of refrigeration systems and cooling systems to assure compliance with laws, rules and regulations as defined in city codes; and performs related duties as required.

Requires responsibility for: Explaining and interpreting codes, laws, and regulations relative to the installation, safety, and use of refrigeration equipment for air conditioning systems; making regular contacts with the general public, other departmental personnel and outside organizations and representatives in connection with the interpretation and enforcement of applicable regulations; preparing reports of inspectional activities.

EXAMPLES OF DUTIES:

1. Examines plans and specifications for compliance with laws and regulations pertaining to the installation of refrigeration equipment and systems, and mechanical cooling systems.
2. Inspects a variety of installed refrigeration and mechanical cooling system equipment to insure that the installation and maintenance of such equipment is in conformance with prescribed city codes and regulations; checks fixtures and apparatus to assure compliance with building codes as to quality, design and safety.
3. Makes investigations of complaints on violations of codes and regulations relating to refrigeration and mechanical cooling systems; orders necessary adjustments and repairs to correct such violations; cites code violators when necessary.
4. May make periodic inspections of buildings and institutions having refrigeration and mechanical cooling system equipment; prepares and submits periodic reports of inspectional and investigative activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by four years experience as a journeyman in refrigeration, one year of which must have been as a foreman or supervisor of construction or inspection of industrial or commercial systems of refrigeration.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Methods used in installation and fabrication of refrigeration and mechanical cooling systems equipment; the design and operation of such equipment; the laws, ordinances and codes pertinent to the installation and maintenance of such equipment.

Requires Ability To: Read and interpret blueprints, plans and specifications; deal effectively and firmly with the public in the enforcement of codes and regulations, and prepare reports of inspectional activities.

PROMOTIVE LINES:

To : No normal line of promotion

From: Original entrance examination

ADOPTED: 3/10/69

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: HEATING AND VENTILATING INSPECTOR

CODE: 6235

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for inspecting a wide variety of heating and ventilating equipment to assure compliance with existing codes, laws, and ordinances; and performs related duties as required.

Requires responsibility for: Explaining and interpreting codes, laws, and regulations relative to the installation and use of warm air heating systems and units, mechanical ventilation systems, air conditioning duct systems and industrial exhaust systems; making regular contacts with the general public, departmental personnel and outside organizations and representatives in connection with the interpretation and enforcement of applicable laws and ordinances; preparing and submitting reports on the above activities.

EXAMPLES OF DUTIES:

1. Examines plans and specifications for compliance with appropriate city laws and ordinances pertaining to the installation of a variety of heating, ventilating and industrial exhaust systems.

2. Inspects installed warm air heating systems, mechanical ventilation systems, air conditioning duct systems and industrial exhaust systems in buildings to insure that the installation and maintenance of such equipment is in conformance with city codes; checks fixtures and apparatus to assure compliance with appropriate codes as to quality, design and safety.

3. Makes investigations of complaints on violations of codes and regulations relating to heating and ventilating systems; orders necessary adjustments and repairs to correct such violations; cites code violators when necessary.

4. Makes investigations of buildings having heating, ventilating and industrial exhaust systems; prepares reports on investigations made.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by four years experience as a journeyman in construction or inspection of industrial or commercial systems of heating or ventilating, one year of which must have been as a foreman or supervisor..

Knowledge, Abilities and Skills: Requires considerable knowledge of: Methods used in installation and fabrication of heating and ventilating equipment; the design and operation of such equipment; city codes pertinent to the installation and maintenance of such equipment.

Requires Ability To: Read and interpret plans, blueprints, and specifications; deal effectively and firmly with the public in the enforcement of codes and regulations and prepare reports of inspectional activities.

PROMOTIVE LINES:

To : No normal line of promotion

From: Original entrance examination

ADOPTED: 3/10/69



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: BOILER INSPECTOR

CODE: 6236

CHARACTERISTICS OF THE CLASS:

Under general supervision, is responsible for inspecting and testing boiler and pressure vessels for conformance with safety codes and standards; and performs related duties as required.

Requires responsibility for: explaining and interpreting existing safety laws and regulations pertaining to boiler and pressure vessels; making regular contacts with the general public, other departmental personnel and outside organizations and representatives in connection with the interpretation and enforcement of applicable safety regulations; and preparing and maintaining ordinary inspectional reports and records.

EXAMPLES OF DUTIES:

1. Inspects boilers and pressure vessels to insure that the installation and maintenance of such equipment is in conformance with regulations established by the national board of pressure vessel inspectors.
2. Examines exteriors of boilers fired under pressure, sounding all parts with a hammer; inspects piping and proper installations and safety devices.
3. Examines interior of boilers, testing parts with hammer and making visual determination of conditions; tests all boiler and pressure vessel safety devices.
4. Prepares reports of inspections made, including lists of required and recommended changes.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least five years of journeyman level experience in the operation and maintenance of high and low pressure boilers and auxiliary equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: methods used in boiler and unfired vessel fabrication; effects of heat and pressure on various metals; the design and operation of safety devices; and appropriate safety regulations.

Requires ability to: read blueprints; deal effectively and firmly with the public in the enforcement of safety regulations; and prepare reports of inspectional activities.

License: Requires possession of a certificate of competency as a qualified inspector, issued by the state division of industrial safety.

PROMOTIVE LINES:

To: Senior Boiler Inspector

From: Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR BOILER INSPECTOR

CODE: 6238

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and participates in the inspection of newly installed boiler and pressure vessels for conformance with existing codes and regulations; makes prescribed periodical inspections of such installations; and performs related duties as required.

Requires responsibility for: interpreting, carrying out and assisting in the revision of safety codes and regulations applicable to boiler and pressure vessel inspection; making regular contacts with the general public, other departmental personnel and outside organizations and representatives relative to the interpretation and enforcement of safety regulations: checking and reviewing inspectional reports.

EXAMPLES OF DUTIES:

1. Supervises other inspectors and inspects pressure vessels throughout the city to insure proper installations and conditions and compliance with existing city, state and federal codes and regulations.

2. Advises on nature and methods for repair of boilers and pressure installations to meet with code requirements; participates in the condemnation of such equipment when necessary.

3. Initiates necessary legal action in connection with code violations.

4. Instructs new personnel in preparing for required inspections; prepares and supervises the maintenance of inspectional records and the preparation of required reports.

5. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of experience in the operation, maintenance and inspection of high and low pressure boiler systems and auxiliaries, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the methods used in boiler and unfired vessel fabrications; the effects of heat and chemical compounds on various metals; the design and operation of safety devices; and applicable safety regulations, laws and ordinances.

Requires considerable ability to: review and analyze drawings, sketches, blueprints; deal effectively, courteously and firmly with the general public relative to the enforcement of safety regulations and laws; requires supervisory ability.

License: Requires possession of a certificate of competency as a qualified inspector, issued by the state division of industrial safety.

PROMOTIVE LINES:

To: no normal lines of promotion

From: Boiler Inspector



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLUMBING INSPECTOR

CODE: 6242

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for inspecting all plumbing and gas appliances installation, maintenance and repair work to assure compliance with existing codes, laws and ordinances and approved plans and specifications; and performs related duties as required.

Requires responsibility for: explaining the application of existing codes, laws, methods and procedures relative to the installation of plumbing facilities; making regular contacts with the general public and other departments in connection with the inspection and enforcement of existing codes and laws; preparing ordinary reports of inspectional activities.

EXAMPLES OF DUTIES:

1. Examines plans and permit applications for compliance with existing requirements pertaining to the installation of plumbing, gas appliances, drainage systems and gas and water piping systems.
2. Inspects plumbing installations and alterations to assure compliance with existing laws and ordinances; tests gas piping installations for conformance to existing standards; checks plumbing fixtures to assure compliance with the plumbing code and as to quality and design; checks gas appliances to assure conformance with accepted designs and installations.
3. Makes investigations of complaints of violation of plumbing, water and gas codes and ordinances; orders necessary repairs to correct such violations; cites code violators when necessary.
4. Makes periodic inspections of various buildings and institutions for conditions which might cause water supply contamination; prepares and submits periodic reports of inspectional and investigative activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship as a plumber, and at least four years of experience as a journeyman plumber, including one year of experience in responsible charge of major plumbing construction projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: plumbing methods and materials; construction methods and techniques, particularly as they relate to plumbing installations; plumbing code requirements.

Requires ability to: read and interpret building plans and specifications; prepare reports of inspections and investigations; deal effectively and courteously with the general public.

PROMOTIVE LINES:

To: Chief Plumbing Inspector

From: Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHIEF PLUMBING INSPECTOR

CODE: 6244

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for supervising the inspection of plumbing installations for compliance with existing plumbing codes and regulations; and performs related duties as required.

Requires responsibility for: interpreting and enforcing existing laws and ordinances and assisting in the development of new plumbing code requirements; making regular contacts with the general public, other departmental personnel and outside organizations and businesses in connection with the enforcement of plumbing codes and regulations; checking and reviewing inspection reports.

EXAMPLES OF DUTIES:

1. Assigns and supervises the work of plumbing inspectors in the inspection and enforcement of city plumbing codes and regulations.
2. Examines, approves or rejects plans for plumbing installations; provides consulting service regarding the requirements of the plumbing code for engineers, architects, plumbers and the general public.
3. Reviews inspectors' reports and makes interpretations and determinations of code applications in cases of dispute.
4. Suspends construction projects when necessary in connection with code violations; orders citations and arrest processes for violations of plumbing code.
5. Checks all permit fees for plumbing, water and gas and verifies correct charges.
6. Interviews manufacturer representatives; inspects, approves or rejects plumbing materials.
7. Makes periodic field checks of inspectors and advises on code interpretations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of progressively responsible journeyman level experience in plumbing and plumbing inspectional work, including three years of responsible supervisory experience on major plumbing construction projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: plumbing design and installation practices; existing ordinances, regulations and code requirements for the installation of plumbing facilities; modern construction methods and techniques, particularly as applied to plumbing phases of construction projects.

Requires considerable ability to: interpret plans and specifications of plumbing installations; deal effectively and courteously with the general public, contractors and other personnel; plan, assign and supervise the work of subordinate employees.

Requires considerable skill in the application and interpretation of ordinances, regulations and codes to practical plumbing installations.

PROMOTIVE LINES: To: Public Buildings Maintenance and Repair Assistant Superintendent

From: Plumbing Inspector



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: SENIOR PLUMBING INSPECTOR

**JOB CODE: 6246
Business Unit: COMMN**

DEFINITION: Under general supervision, the Senior Plumbing Inspector provides first-level supervision to a group of plumbing inspectors in the inspection of plumbing installations in commercial buildings, residential buildings, public buildings and other structures to assure compliance with plumbing codes and ordinances; physically performs inspections or investigations as required; provides written and oral reports as required; provides training to journey-level plumbing inspectors; responsible for explaining and enforcing existing plumbing codes to departmental staff, construction professionals and the general public; and performs related duties as required.

DISTINGUISHING FEATURES: This is the senior-level position in the Plumbing Inspector series. It is distinguished from the 6242 Plumbing Inspector by its supervisory duties and responsibility for performing more difficult and complex inspection work. Senior Plumbing Inspectors may act for the 6244 Chief Plumbing Inspector in the latter's absence.

SUPERVISION EXERCISED: Positions in this job code supervise 6242 Plumbing Inspectors and may supervise a clerical support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to 6246 Senior Plumbing Inspector and are not intended to be an inclusive list.

- 1) Supervises the inspection of all plumbing, fire sprinkler systems, low pressure boiler and gas installation, maintenance and repair work to assure compliance with existing plumbing and mechanical codes, laws and ordinances. Inspections are performed in an urban setting with large high-rise buildings (75 feet or more), ballparks, hotels, auditoriums and other similarly large commercial buildings as well as residential dwellings.
- 2) Supervises and trains plumbing inspectors by introducing them to departmental procedures and working alongside them in the field and in the office to ensure that their inspections and reports are accurate and timely.
- 3) Issues infraction citations for plumbing code violations.
- 4) Drives a car to inspection sites, meetings, hearings, emergency activities and other related events.
- 5) Testifies as an expert witness in court litigation involving plumbing and mechanical code violations.
- 6) Authorizes abatement orders or emergency orders for correction to be issued; makes inspections, prepares reports and testifies in court on abatement proceedings.

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JOB CODE TITLE: SENIOR PLUMBING INSPECTOR**JOB CODE: 6246**
Business Unit: COMMN

- 7) Issues reports and conducts follow-up inspections leading to the correction of violations or abatement proceedings.
- 8) Conducts statistical surveys and provides data regarding code enforcement.
- 9) Attends meetings, hearings, educational conferences, community activities and other related events as a representative of the Department of Building Inspection.
- 10) Conducts special investigations and/or inspections of complex projects.
- 11) Performs related duties as required.

WORKING CONDITIONS:

These positions require the ability to work in inclement weather; in some cases to work evenings, weekends and holidays; and possible exposure to hazardous conditions found in and around damaged buildings, structures or construction sites. Also required is the ability to move into and out of buildings, tunnels, ditches and other related areas; to climb or crawl into and out of spaces which must be inspected; and to use ladders, scaffolds and other special equipment. These positions require the operation of a motor vehicle in order to visit inspection sites and to respond in case of emergencies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: plumbing system design and installation practices; plumbing materials and their uses; existing ordinances, regulations and code requirements regarding the installation and maintenance of plumbing systems; and modern construction methods and techniques, particularly as applied to plumbing phases of construction projects.

Ability to: read and interpret plans and specifications of plumbing system installations; deal effectively and courteously with property owners, contractors and the general public; supervise the work of subordinate employees; effectively apply knowledge of the plumbing codes and construction procedures to inspection practices.

EXPERIENCE AND TRAINING GUIDELINES:

- 1) Two (2) years experience in the field of plumbing inspection at a level equivalent to job code 6242 Plumbing Inspector for the City and County of San Francisco, in an urban jurisdiction performing complex inspections of high rise buildings, large commercial structures such as hotels, auditoriums, ballparks or other similar structures, and residential dwellings;

AND

- 2) Possession of a valid driver's license. Incumbents may be required to provide own car and must maintain a valid driver's license.

EFFECTIVE DATE: 3/15/93

AMENDED DATE: 11/10/00

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ELECTRICAL INSPECTOR

CODE: 6248

CHARACTERISTICS OF THE CLASS:

Under general supervision, makes inspections of electrical installations in commercial, industrial, public buildings and other structures to assure compliance with electrical codes and ordinances; and performs related duties as required.

Requires responsibility for: explaining and enforcing existing electrical codes, laws and ordinances; making regular contacts with the general public, other departmental personnel, outside organizations and representatives in connection with the interpretation and enforcement of the electrical code; preparing ordinary inspectional reports and records.

EXAMPLES OF DUTIES:

1. Reviews plans and specifications relative to electrical code requirements; interprets and applies electrical codes, ordinances and laws to specific construction and conversion projects.
2. Checks and assists in mathematical calculations and job lay-outs of electrical installations; assists in the selection of approved electrical materials and supplies.
3. Receives applications and issues permits for electrical installations to property owners; inspects workmanship and materials to insure conformity with electrical codes and standards; inspects and approves completed installations prior to issuance of certificate of completion.
4. Condemns or assures correction of faulty and hazardous wiring or electrical installations.
5. Prepares and submits periodic reports of inspectional activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship as an electrician, and at least four years of journeyman level experience in electrical construction and maintenance work; including one year of experience in responsible charge of major electrical construction projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: electrical theory and its application to electrical installations; various electrical codes, laws and ordinances; construction methods, particularly as applied to electrical phases of construction projects; occupational hazards and safety precautions of the electrical trade.

Requires ability to: read and interpret electrical sketches, wiring diagrams and plans and specifications; deal effectively, firmly and courteously with the general public in enforcing electrical codes and regulations; maintain records and make reports of inspectional activities.

Requires considerable skill in: the use of electrical testing devices; locating and analyzing difficulties in electrical systems; devices, machinery and equipment.

PROMOTIVE LINES:

To: Chief Electrical Inspector

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHIEF ELECTRICAL INSPECTOR

CODE: 6250

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, assigns and supervises the work of electrical inspectors in connection with the enforcement of electrical codes, ordinances and regulations covering the installation and maintenance of electrical systems; and performs related duties as required.

Requires responsibility for: interpreting, enforcing and assisting in the review of electrical codes, laws and ordinances; regular contacts with the general public, other departmental personnel, outside organizations and representatives in connection with the interpretation and enforcement of electrical codes; checking and reviewing detailed inspectional reports.

EXAMPLES OF DUTIES:

1. Confers with architects, engineers, manufacturers and contractors in connection with applications for permits for proposed electrical work and the application of existing electrical codes to such work.

2. Makes official interpretations of the electrical code and its application to unusual installation problems.

3. Reviews and analyzes electrical plans and specifications for conformance with electrical codes.

4. Makes field inspections to interpret rules and code requirements in matters of disagreements with contractors, engineers and others.

5. Reviews and analyzes daily inspection reports for completeness, accuracy and violation of code requirements.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship as an electrician, and at least six years of progressively responsible journeyman level electrical construction, maintenance and inspection experience, including three years of responsible supervisory experience on major electrical construction projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: electrical construction and maintenance installations; electrical materials and equipment; city and national electrical codes; the occupational hazards and safety precautions of the electrical trade.

Requires considerable ability to: plan, organize and supervise inspectional activities of subordinate employees; analyze and interpret wiring diagrams, sketches, drawings and specifications of electrical installations; deal tactfully and with firmness with the general public and contractors in enforcing existing electrical codes; prepare and supervise the preparation of inspectional records and reports.

Requires considerable skill in the application of electrical theory to practical inspectional field problems.

PROMOTIVE LINES:

To: Public Buildings Maintenance and Repair Assistant Superintendent

From: Electrical Inspector

CLASS TITLE: LINE INSPECTOR

CODE: 6252

CHARACTERISTICS OF THE CLASS:

Under general supervision, makes inspections of overhead power and communication lines to assure compliance with applicable codes and laws; and performs related duties as required.

Requires responsibility for: explaining and enforcing existing codes and laws pertaining to overhead lines; making regular contacts with the general public, other departmental personnel, outside organizations and representatives in connection with the interpretation and enforcement of line codes and laws; preparing reports on inspectional activities.

EXAMPLES OF DUTIES:

1. Inspects overhead power and communications lines for conformance with existing codes and laws; inspects electrical installation in the various underground districts for violations of electrical codes.
2. Inspects scaffolding and similar structures erected on streets and sidewalks to assure compliance with electrical codes and safety regulations.
3. Inspects fire escape installations in overhead line districts to assure compliance with codes and safety orders.
4. Prepares and submits reports on all inspectional activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least four years of journeyman level lineman experience, including at least one year of experience in responsible charge of major line construction projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: electrical theory and its application to overhead power and communication line installations; the codes and laws applicable to overhead line installations; construction methods particularly as applied to overhead line construction projects.

Requires ability to: read and interpret electrical and line installation plans and specifications; deal effectively, firmly and courteously with others in enforcing applicable codes and laws; maintain records and prepare reports of inspectional activities.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLAN CHECKER (ARCHITECTURAL)

CODE: 6262

CHARACTERISTICS OF THE CLASS:

Under direction, checks and inspects plans and specifications for private minor construction or alterations to determine compliance with various building and housing codes, except structural engineering requirements; and performs related duties as required.

Requires responsibility for: explaining and interpreting existing building and housing code regulations and other ordinances concerned with building construction or reconstruction; making regular contacts with architects, engineers, building contractors and other city departments of plans checked and corrections and revisions made thereto.

EXAMPLES OF DUTIES:

1. Checks plans and specifications for single and multiple dwellings, small apartments, and small industrial and commercial structures except structural engineering requirements; makes changes and revisions as indicated.

2. Meets and confers with architects, engineers, building contractors and other city agencies to discuss compliance with the various codes, explains the various codes and indicate needed changes in plans and specifications in order that they may conform to the various codes.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible architectural design, drafting and inspectional experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of: building codes, laws and ordinances; building construction methods and materials; requires considerable knowledge of building design.

Requires ability to: read, understand, interpret and explain building plans and specifications; deal courteously and effectively with professional engineers, architects and building contractors; apply knowledge of the various codes to effective plan checking.

PROMOTIVE LINES:

To: Senior Plan Checker
Architect

From: Senior Architectural Draftsman

JUL 19 1962

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLAN CHECKER (ENGINEERING)

CODE: 6264

CHARACTERISTICS OF THE CLASS:

Under direction, checks and inspects plans and specifications for private minor construction or alterations to determine compliance with various building and housing codes, except structural engineering requirements; and performs related duties as required.

Requires responsibility for: explaining and interpreting existing building and housing code regulations and other ordinances concerned with building construction or reconstruction; making regular contacts with architects, engineers, building contractors and other city departments and agencies in plan checking matters; preparing and submitting reports of plans checked and corrections and revisions made thereto.

EXAMPLES OF DUTIES:

1. Checks plans and specifications for single and multiple dwellings, small apartments, and small industrial and commercial structures except structural engineering requirements; makes changes and revisions as indicated.

2. Meets and confers with architects, engineers, building contractors and other city agencies to discuss compliance with the various codes, explain the various codes and indicate needed changes in plans and specifications in order that they may conform to the various codes.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in civil engineering.

Requires two years of progressively responsible experience in surveying, structural detailing, drafting or inspection of construction and engineering projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of: building codes, laws and ordinances; building construction methods and materials; requires considerable knowledge of building design.

Requires ability to: read, understand, interpret and explain building plans and specifications; deal courteously and effectively with professional engineers, architects and building contractors; apply knowledge of the various codes to effective plan checking.

PROMOTIVE LINES:

To: Senior Plan Checker

Associate Civil Engineer

From: Assistant Civil Engineer

JUL 19 1962

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

JOB CODE TITLE: SENIOR PLAN CHECKER

JOB CODE: 6266
Business Unit: COMMN

DEFINITION:

Under general supervision of a division manager, checks and inspects plans and specifications for private and public construction, alterations or street and sidewalk improvement and repair to determine compliance with various codes; supervises work of subordinate personnel responsible for plan checking or permit issuing; explains and interprets construction codes and ordinances and performs related duties as required.

DISTINGUISHING FEATURES:

The positions assigned to the Bureau of Construction Management and Department of Building Inspection supervise subordinates engaged in the review of construction plans and specifications. The position assigned to the Bureau of Subdivisions, Surveys and Mapping supervises employees responsible for the review of plans and issuance of permits related to street and sidewalk improvement and repair.

SUPERVISION EXERCISED:

Supervises and directs subordinate personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code (class) and are not intended to be an inclusive list.

1. Supervises and directs subordinate personnel involved in the plan checking and permit issuing process related to the review and inspection of construction plans and specifications for code compliance and permit issuance.
2. Checks construction plans and specifications for compliance with various codes for complex and detailed major structures; makes corrections and revisions to plans where necessary.
3. Checks plans and specifications for single and multiple dwellings, small apartments, and small industrial and commercial structures, and public right of way improvements; makes corrections and revisions where necessary.
4. Checks plans and specifications for street and sidewalk improvement and repair; makes corrections and revisions where necessary.
5. Communicates with architects, engineers, building contractors, utility companies, other city agencies and the general public to explain code requirements and discuss compliance of particular construction projects; indicates required corrections to plans and specifications.
6. Examines new materials to determine compliance with code provisions; investigates all proposed revisions to various building and construction codes; prepares reports and recommendations regarding plan checking and permit issuing operations and construction activities.
7. Makes presentations to boards, commissions and various community groups.
8. May drive to meetings or job sites in order to inspect work.
9. Performs related duties as required.

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JOB CODE TITLE: SENIOR PLAN CHECKER

JOB CODE: 6266
Business Unit: COMMN

JOB RELATED AND ESSENTIAL QUALIFICATIONS :

Knowledge of: applicable codes, laws and ordinances which may include the Building, Public Works, Subdivision and Traffic Codes; modern construction methods and materials; and construction project design.

Ability to: read, understand, interpret and explain plans and specifications; deal courteously and communicate effectively with professional engineers, architects, construction contractors, boards, commissions and the general public; apply knowledge of the various codes applicable to effective plan checking, and may drive to meetings or job sites in order to inspect work.

EXPERIENCE AND TRAINING GUIDELINES:

Experience: Eight years of experience in architectural and/or engineering design, drafting, inspection, or plan checking; must have involved code requirements; AND
Possession of a valid California Driver's License. (a copy is required at the time of appointment.)

Education may be substituted for a portion of the experience requirement on the following basis:

- a. A Master's degree in Civil Engineering or Architectural Design may be substituted for three of the required eight years of experience.
- b. A Bachelor of Science degree in Civil Engineering or Architectural Design may be substituted for two years of the required eight years of experience.
- c. An Associate of Arts degree in Drafting, Civil Engineering, Architectural or Construction Technology or building design and related areas may be substituted for one of the required eight years of experience.

Training:

Positions within certain departments may require plans examiners to become ICBO (International Conference of Building Officials) certified after one year of verifiable experience and before the completion of two years of employment. Plans examiners will be required to maintain this certification throughout their employment. Failure to obtain this certification may result in dismissal from employment with the City and County of San Francisco.

Amended: 11/16/92

Amended: 2/16/01

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: CHIEF PLAN CHECKER

CODE: 6267

CHARACTERISTICS OF THE CLASS:

Under general direction, checks and inspects plans and specifications for private minor or major construction or alterations to determine compliance with various building and housing codes, except structural engineering requirements; shall supervise work direction over subordinate plan checking personnel; and performs related duties as required.

Requires responsibility for: Explaining and interpreting existing building and housing code regulations and other ordinances concerned with building construction or reconstruction; making regular contacts with architects, engineers, building contractors and other city departments and agencies in plan checking matters; preparing and submitting reports of plans checked and corrections and revisions made thereto.

EXAMPLES OF DUTIES:

1. Checks plans and specifications for compliance with various building codes for complex and detailed major structures, except structural engineering requirements; makes corrections and revisions where indicated.

2. Checks plans and specifications for single and multiple dwellings, small apartments, and small industrial and commercial structures except structural engineering requirements; makes changes and revisions as indicated.

3. Meets and confers with architects, engineers, building contractors and other city agencies to discuss compliance with the various codes; explain the various codes and indicate needed changes in plans and specifications in order that they may conform to the various codes.

4. Investigates new materials to determine their compliance with the codes; investigates all proposed revisions to the various building codes; makes detailed studies and reports on correspondence on plan checking matters.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, preferably supplemented by at least two years of college or university education in an engineering or architectural curriculum.

Requires four years of experience in a phase of building design or inspection of major building construction projects, in addition to or including two years of plan checking of major or minor structures; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of: Building codes, laws and ordinances; building construction methods and materials; requires considerable knowledge of building design.

Requires ability to: Read, understand, interpret and explain building plans and specifications; deal courteously and effectively with professional engineers, architects and building contractors; apply knowledge of the various codes to effective plan checking.

ADOPTED: 11/10/69

CLASS TITLE: RESIDENTIAL ENVIRONMENT INSPECTOR

CODE: 6270

CHARACTERISTICS OF THE CLASS:

Under direction, performs housing inspection work in the enforcement of housing codes and related safety and health regulations; inspects for violations of codes and follows up to assure compliance; performs related duties as required.

Requires responsibility for: Explaining and enforcing provisions of the Housing Code and pertinent codes and regulations; important sensitive contacts with tenants, realtors, property owners, community organizations and general public, regarding compliance with Housing and related code requirements; keeping records of inspections performed and submitting reports thereon; initiating and preparing technical and specialized records and reports in connection with inspections made and sub-standard and unsanitary conditions found and issuing necessary orders for the correction and abatement thereof; generating applications for building, plumbing and electrical permits; processing applicable portions of building permit applications and plans that are involved in his work. Nature of work requires sustained physical effort during inspectional work, with occasional exposure to health and accident hazards.

DISTINGUISHING FEATURES:

This is the professional journeyman level Residential Environment Inspector. Employees in this class are expected to use initiative, judgment and resourcefulness in their work but consultation with a superior is available to resolve the more difficult problems. The Residential Environment Inspector series differs from positions in the Environmental Health Inspector series principally in that the former class performs housing inspection duties rather than general environmental health inspection duties.

EXAMPLES OF DUTIES:

1. Enforces the provisions of the San Francisco housing, building and licensing codes and related laws and ordinances as related to residential environment inspections; inspects apartment houses, hotels, motels, housing projects, dormitories and other multiple dwellings for use and occupancy; inspects for code violations with respect to illegal conversions, light and ventilation, number of floors of occupancy, heating, general maintenance of conditions and operational features of buildings including plumbing, electrical, and certain environmental, health and safety features.

2. Inspects for code violations and compiles data necessary for the preparation of inspectional reports; submits such reports containing descriptions of building and sanitary conditions, violations and hazards; causes abatement orders or other orders for correction to be issued, makes recommendations pertinent thereto.

3. Processes building permit applications that result from code enforcement activities and reviews plans prior to the granting of the permit; advises and consults with building owners, architects, contractors and others on the correction of code deficiencies with respect to non-construction aspects of the work.

4. Conducts follow-up investigations to assure compliance with codes; in instances where owners have not complied with codes, issues citations for administrative hearings for enforcement of code provisions; issues permits of occupancy upon correction of deficiencies or may make recommendations for condemnation of buildings.

5. Makes investigations on complaints received regarding housing, sanitation, overcrowding or other health and safety hazards; acts to abate illegal conditions, initiates litigation when required and testifies as an expert witness in court cases involving housing safety and sanitation.

CLASS TITLE: RESIDENTIAL ENVIRONMENT INSPECTOR

CODE: 6270

EXAMPLES OF DUTIES- CONTINUED

6. Cooperates with other agencies involved in code enforcement as well as the Family Relocation Program and the Redevelopment Agency; may make a variety of statistical surveys and provide data regarding code enforcement to interested community organizations; attends meetings and conferences and represents the bureau to the community; provides statistical data and other related reports as required by the Community Renewal Program.

7. Performs other special and miscellaneous duties as required; attends meetings and educational conferences, and conducts special emergency investigation of hazard, health and unsanitary conditons related to housing.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four year college or university, with a baccalaureate degree, with major course work in sanitation or related fields; requires at least two years experience in housing, sanitation, or related non-construction inspectional work, or a related field.

Knowledge, Abilities, and Skills: Requires a broad working knowledge of field inspection techniques and procedures; city ordinances, departmental rules and regulations pertaining to the fields of housing hygiene and general sanitation, and certain safety features; requires considerable ability to meet and deal with the general public, as well as with many different building owners and managers, tenants, contractors, realtors, attorneys and others to obtain effective cooperation and understanding of requirements to improve general housing and sanitary conditions in assigned districts.

LICENSE:

Requires a registration as a Sanitarian in the State of California.

PROMOTIVE LINES:

To: 6272 Senior Residential Environment Inspector

From: Original entrance examination.

Adopted: 9/8/71

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SAN FRANCISCO
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DEPARTMENT OF HUMAN RESOURCES****JOB CODE TITLE: SENIOR HOUSING INSPECTOR****JOB CODE: 6272
Business Unit: COMMN****Definition:**

Under direction, the Senior Housing Inspector is responsible for supervising subordinate inspectors in connection with inspection work in all aspects of the housing field with special emphasis on code enforcement; assuring compliance with established laws, ordinances, and regulations; and performing related duties as required.

Distinguishing Features:

This is the journey level in the Inspector series. It is distinguished from the 6270 Housing Inspector by its supervisory duties and responsibility for performing more difficult and complex inspection work.

Supervision Exercised:

Positions in this class supervise Housing Inspectors and may supervise clerical staff.

Examples of Important and Essential Duties:

According to Civil Service commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Supervises, coordinates, and participates in inspections of apartment houses, hotels, and other multiple residential buildings to determine existing code violations.
2. Requires property owners to take necessary corrective actions.
3. Reviews inspectors' reports and takes appropriate actions to finalize inspection reports.
4. Advises and works with property owners to assure violations are corrected.
5. Assists in the coordination of a housing code enforcement program with other divisions and agencies.
6. Prepares periodic and special reports of work performance, accomplishment, and various aspects of housing conditions.
7. Interprets housing, building and other related codes for inspectors and the general public.
8. Supervises the issuance and revocations of permits.
9. Assists in the initiation and resolution of abatement proceedings.
10. Reviews permit applications and plans to assure proper compliance and specifications.
11. Conducts administrative hearings and testifies during court litigation in connection with the enforcement of housing codes.
12. Conducts special investigations.
13. Assists in the preparation of new ordinances for the housing and administrative code.

JOB CODE TITLE: SENIOR HOUSING INSPECTOR**JOB CODE: 6272****Business Unit: COMMN**

14. Supervises inspectors in the use of the citation procedure as required by the Housing Code.
15. Administers the Hotel Conversion Ordinance and the Residential Energy Conservation Ordinance and any new ordinances and associated funding programs.
16. Represents the Dept. of Building Inspection before boards, commissions, other agencies and community groups.
17. Drives a car to inspection sites, meetings and hearings.

Job Related and Essential Qualifications:

Knowledge of: Field Inspection techniques, state laws and City ordinances, departmental rules and regulations pertaining to housing and building code enforcement; safety measures and procedures including but not limited to inspection and enforcement work.

Ability to: Assign, supervise, and review work of subordinate investigators; interpret pertinent laws, ordinances, rules, and regulations; communicate and exercise sound judgment in evaluating situations with tact, firmness, and courtesy in dealing with debtors; analyze and prepare clear, concise, and accurate reports; and drive a car to inspection sites and meetings.

Experience and Training Guidelines:

1. Two years verifiable experience in the field of housing inspection at a level equivalent to class 6270 Housing Inspector for the City & County of San Francisco;
AND
2. Possession of a current valid California Driver's License. Incumbent may be required to provide own car and must maintain a valid driver's license. Failure to maintain a valid driver's license may result in disciplinary action and possible termination of employment.

Effective Date: 9/1/71

Amended Date: 1/18/82; 9/22/00

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

CLASS TITLE: CHIEF RESIDENTIAL ENVIRONMENT INSPECTOR

CODE: 6274

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, assigns, directs, and reviews the work of a group of subordinates engaged in the inspection of all aspects of housing with regard to housing standards, certain safety standards and health standards as related to housing in order to assure compliance with established laws, ordinances, and regulations; and performs related duties as required.

Requires responsibility for: Interpreting, enforcing, and recommending on the revision of housing codes and ordinances and inspectional methods and procedures; making regular contacts with the general public, departmental personnel, and outside organizations; reviewing and submitting a variety of reports on inspectional and code enforcement activities. Nature of work requires normal physical effort with occasional exposure to accident and health hazards when conducting or reviewing field inspections.

EXAMPLES OF DUTIES:

1. Assigns, directs, and reviews the work of the subordinate inspectors and office personnel in the inspection and enforcement of codes and regulations relating to housing; conducts spot inspections to determine efficiency of inspectors' work; assigns special inspections to subordinates and personally makes inspections on difficult and unusual problems.
2. Reviews and interprets housing, health, and other related code requirements to subordinates, the general public, building owners, realtors, and attorneys.
3. Analyzes and submits periodic and special reports on work performance, accomplishments, and various aspects of housing conditions; reviews, analyzes, and prepares recommendations for additions or amendments to the housing code; prepares data for the "Workable Program" relating to the City's code enforcement program for the Federal Government.
4. Reviews the issuance of citations for administrative hearings and for District and City Attorneys' office hearing regarding non-compliance cases; reviews and recommends warrants for entry to inspect buildings and for arrest of persons who violate certain codes; conducts administrative hearings as an effort to obtain compliance with related housing codes.
5. Coordinates in the effort of the housing code enforcement program with other divisions of the Bureau of Building Inspection and the Health and Fire Departments, and with agencies in the officially designated Federally Assisted Code Enforcement Areas, in the Family Relocation Program, and in Redevelopment Areas.
6. Assists in preparing annual budget estimates for conducting housing inspection activities; assists in the development and advancement of subordinates through training and effective use of employee development programs; conducts periodic staff meetings for purpose of disseminating new information and clarifying existing requirements, policies, methods, and procedures.

MINIMUM REQUIREMENTS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in sanitation or related fields; requires at least seven years of experience in housing, sanitation, or other related non-construction inspectional work, of which two years shall have been in a responsible supervisory position; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires a comprehensive knowledge of:

CLASS TITLE: CHIEF RESIDENTIAL ENVIRONMENT INSPECTOR

CODE: 6274

CODE: 6274

MINIMUM REQUIREMENTS- CONTINUED

Field inspection techniques and procedures and related office routines, forms, documents and reports; state laws and city ordinances and Department of Public Works rules and regulations pertaining to housing inspection; requires considerable ability to: Plan, assign, and supervise the activities of subordinate personnel; deal effectively with the general public, interdepartmental heads, property owners, tenants, and other persons; requires considerable skill in the interpretation and application of local ordinances and state laws to practical housing enforcement situations.

LICENSE:

Requires registration as a Sanitarian in the State of California per California Health and Safety Code, Section 541.

PROMOTIVE LINES:

To: To Be Determined

From: Senior Residential Environment Inspector

Adopted: 9/8/71

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: FIRE SAFETY INSPECTOR I

CODE: 6280.

CHARACTERISTICS OF THE CLASS:

Under supervision, performs routine fire inspection of buildings, structures and premises to enforce compliance with laws, ordinances and regulations pertaining to fire prevention and control; prepares and presents public fire safety education programs; prepares records and reports and performs related duties as required.

DISTINGUISHING FEATURES:

This is the entry level class in the Fire Safety Inspector series. Incumbents in this class typically perform the less technical inspection duties not requiring prior specialized experience. Incumbents work under the close supervision of a member of the uniformed fire service, and receive training in a specialized area of fire prevention inspection such as hazardous materials inspection, institutions/hospital inspection, schools inspection, or fire safety education. This class is distinguished from Fire Safety Inspector II in that the latter is fully trained and independently performs specialized and technical inspection duties.

EXAMPLES OF DUTIES:

1. Makes on-site routine inspections of buildings, structures and premises to enforce compliance with fire codes and regulations; inspects and tests fire alarms, sprinkler systems, heat and smoke detection devices and other fire protection and control devices; inspects buildings for structural conformance to fire codes including fire escapes and fire exits.
2. Investigates complaints and violations of laws and ordinances; recommends corrective actions.
3. Furnishes fire safety information to members of the public; assists in developing fire safety curricula; assists in instructing community and school groups in fire safety behavior.
4. Receives on-the-job training in one or more specialized technical areas of the fire safety field such as hazardous materials inspection, institutions/hospital inspection, schools inspection, or fire safety education.
5. May assist in reviewing plans and specifications of proposed buildings and building modifications for adherence to fire safety laws and codes; reviews plans of fire protection and control devices such as fire alarms and sprinkler systems; may review structural plans for fire escapes, fire exits and other structural requirements; confers and consults with architects, engineers, and contractors as necessary.

MINIMUM QUALIFICATIONS:

Training and Experience: A minimum of an Associate of Arts degree in Fire Science or a closely related field such as engineering, chemistry, architecture; or an equivalent combination of fire inspection experience and education.

Knowledge, Abilities and Skills: Requires knowledge of basic fire prevention and control techniques including fire protection equipment and systems, fire safety behavior and basic fire chemistry.

CLASS TITLE: FIRE SAFETY INSPECTOR I

CODE: 6280

MINIMUM QUALIFICATIONS: (Cont.)

Requires ability to: learn and interpret federal, state and local fire regulations; learn and apply technical knowledge in a specialized area of fire prevention; inspect buildings, structures and premises and detect non-compliance with fire safety regulations; write technical reports; communicate with and deal courteously with diverse socio-economic and multi-ethnic communities; accept and follow supervision.

License: Requires a valid California state driver's license.

ADOPTED: 6-21-82

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: FIRE SAFETY INSPECTOR II

CODE: 6281

CHARACTERISTICS OF THE CLASS:

Under direction, performs technical and specialized fire safety inspection of buildings, structures, and premises to enforce compliance with laws, ordinances and regulations pertaining to fire prevention and control; prepares and presents public fire education programs; coordinates Fire Department permit procedures; oversees office staff in maintaining related records and files; performs related duties as required.

DISTINGUISHING FEATURES:

This is the journey-level class in the Fire Safety Inspector series. Incumbents in this class typically perform technical inspection duties requiring prior specialized experience or education. Specific assignments may be within one or more specialized areas of fire safety inspection such as institution/hospital inspection, schools inspection, hazardous materials inspection, or fire safety education. This class is distinguished from Fire Safety Inspector I in that it is fully trained and independently performs specialized and technical inspection duties.

EXAMPLES OF DUTIES:

1. Makes on-site fire safety inspections of general buildings, structures and premises to enforce compliance with fire codes and regulations; inspects and tests fire alarms, sprinkler systems, heat and smoke detection devices and other fire protection and control devices; inspects buildings for structural conformance to fire codes including fire escapes and fire exits.
2. Performs specialized and technical fire safety inspections; inspects school structures and premises as mandated in the Health and Safety code of the State of California; inspects hospitals and institutions as required by state laws; performs inspections relating to the storage, handling and dispensing of flammable liquids, combustible gases, explosives, and other hazardous materials.
3. Investigates fire hazard complaints and violations of laws and ordinances; recommends corrective actions.
4. Develops and presents fire safety education programs to community groups of all ages; collects, assembles, analyzes and organizes data related to the development of fire safety education programs; manages on-going fire education programs; develops special programs for Fire Prevention Day and Fire Prevention Week.
5. Coordinates Fire Department permit procedures; approves or disapproves San Francisco Fire Department permit applications; inspects and processes permits referred by other governmental agencies.
6. Oversees record keeping and filing processes, prepares files for computer entry as required.
7. Assists sworn uniformed personnel in reviewing plans and specifications of proposed buildings and building modifications for adherence to fire safety laws and codes; reviews plans of fire protection and control devices such as fire alarms and sprinkler systems; reviews structural plans for fire escapes, fire exits and other structural requirements; confers and consults with architects, engineers, and contractors as necessary.

MINIMUM QUALIFICATIONS:

Training and Experience: A minimum of an Associate of Arts degree in Fire Science or a closely related field and three years applied technical fire inspection experience; or an equivalent combination of education and training.

Knowledge, Abilities and Skills: Requires knowledge of fire prevention and control techniques including fire protection equipment and systems, fire safety behavior and fire chemistry. Requires knowledge of federal, state and local fire regulations, and technical knowledge in one or more specialized areas of the fire safety field such as institutions/hospital, schools, or hazardous materials inspection or fire safety education.

Requires ability to: interpret federal, state and local fire regulations; independently apply technical knowledge in a specialized area of fire prevention; inspect buildings, structures and premises and detect non-compliance with fire safety regulations; oversee and organize recordkeeping functions; communicate and deal courteously with diverse socio-economic and multi- ethnic communities; accept and follow direction.

License: Requires a valid California state driver's license.

ADOPTED: 6-21-82

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MECHANICAL CONSTRUCTION INSPECTOR

CODE: 6309

CHARACTERISTICS OF THE CLASS:

Under direction, inspects mechanical and related electrical phases of construction or alteration projects, including major building construction involving complex installations; enforces compliance with plans and specifications; may supervise subordinate inspectional personnel; and performs related duties as required.

Requires responsibility for interpreting, explaining and enforcing adherence to complex contractual provisions and plans relating to mechanical and related electrical installations; making regular contacts with contractors or their representatives relative to inspectional activities; maintaining records and submitting reports of inspectional work performed.

EXAMPLES OF DUTIES:

1. Inspects mechanical and related electrical phases of a wide variety of construction and alteration projects to assure compliance with plans, specifications and codes.

2. Plans, lays out and coordinates construction and alteration work with contractors' representatives at job sites.

3. Makes cost estimates for mechanical change orders or additions to construction projects not covered in original plans and specifications.

4. Inspects and supervises the inspection for quality control of ferrous and nonferrous metals, and products manufactured therefrom using visual, physical and radiographic testing and inspectional methods.

5. Inspects and supervises the inspection of manufacture, fabrication, assembly, erection and testing of machinery and the metallic and plastic components of hydraulic systems.

6. Tests all types of mechanical systems for proper construction and operation.

7. Measures and computes quantities of work accomplished for partial payments; prepares and submits periodic reports on inspections made and maintains related records.

8. May supervise subordinate inspection personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school and at least six years responsible experience in the inspection of, or the supervision of, mechanical and related electrical phases of major construction projects. Academic training in mechanical engineering at a recognized college or university may be substituted for experience on a year-for-year basis up to a maximum of four years.

Knowledge, Abilities and Skills: Requires considerable knowledge of the practices of mechanical engineering as it relates to construction and inspection procedures; construction methods and the strengths and uses of construction materials as they relate to the mechanical and related electrical phases of construction projects.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills (cont'd):

Requires considerable ability to read and interpret construction plans, drawings and specifications; review and evaluate unusual field conditions not specified in contract plans and specifications and to make sound recommendations therefrom; meet and consult with engineers, contractors and their representatives on difficult mechanical construction matters; requires supervisory ability.

Requires considerable skill in the application of mechanical construction and inspection techniques and procedures to practical field problems.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To : 7120 Buildings and Grounds Maintenance Superintendent
7209 Schools Heating and Ventilating Supervisor
7122 Buildings Maintenance Superintendent

From: Original entrance examination

ADOPTED: 11/27/67

Abolishes 6310 Mechanical Construction Inspector.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: CONSTRUCTION INSPECTOR

**JOB CODE: 6318
Business Unit: COMMN**

DEFINITION:

Under general direction, performs construction inspection in conjunction with public works construction projects to ensure compliance with contract plans and specifications and applicable codes and safety regulations. Engineering construction inspection includes but is not limited to the following: earthwork and paving, water supply and sewer collection pipeline construction, portland cement concrete, protective coating, pile driving, tunneling/jacking, trackwork, power distribution and transmission systems, electrical overhead contact systems, signal, control and data acquisition systems, radio and telecommunications systems, including fiber optic networks, power substations, vehicle modifications and retrofits, bridges, ADA retrofits and facilities, operating equipment, heating, ventilation and air conditioning systems, electrical and mechanical work, and landscaping and irrigation work.

SUPERVISION EXERCISED: None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 109.3.2, the duties specified below are representative of the range of duties assigned 6318 Construction Inspector and are not intended to be an inclusive list.

1. Monitors/inspects contractors' work for compliance with plans, specifications and schedules.
2. Prepares project documentation including daily reports, force accounts and other construction records.
3. Participates in/conducts planning, preconstruction, coordination, progress, scheduling and field staff meetings.
4. Reviews plans, specifications, submittals, shop drawings, change orders, constructability reviews and contract close-out records.
5. Assists in detecting and resolving disputes and/or problems. Responds to complaints from public.
6. Assures that all required tests, operations, measurements and inspections are scheduled, ordered, satisfactorily completed and documented.
7. Verifies and prepares quantity and progress estimates for progress payments and change order work; maintains records on unit price quantities, labor, equipment and progress.
8. Reviews and/or approves change orders for implementation.
9. Makes field measurements and maintains as-built drawings records.
10. Conducts and/or witnesses all testing upon contract material, equipment, installations, etc.
11. Reports safety and traffic hazards, defective work and debris to the contractor for correction.
12. Drives a vehicle to inspection sites.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: construction inspection methods and techniques; construction materials necessary to determine the quality and correct use in projects; safe working habits and regulations in relation to different phases of construction.

Ability to: understand and interpret contract plans and specifications to administer the contract; do higher mathematical computations and its application to inspection work; accurately prepare various types of reports and other written communications necessary for record keeping and letters to contractors; communicate effectively and harmoniously with superiors, coworkers, contractors, and the public; effectively work with the public, other departments, contractors and engineers either in person or by telephone regarding construction; drive a vehicle as evidenced by possession of a current valid driver's license.

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EXPERIENCE AND TRAINING GUIDELINES:

1. Four (4) years of verifiable experience in construction inspection work insuring that plans and specifications are complied with, and the workmanship and material used meet specifications;
AND
2. Possession of a current valid driver's license.

Substitution:

1. A bachelor's degree in Engineering or Architecture from an accredited college or university and/or experience as an Engineer on a level equal to Assistant Engineer series or as an Architect on a level equal to Architectural Associate I or higher may be substituted for up to two (2) years of the required experience; OR
2. Two (2) years of experience as a surveyor may substitute for up to one (1) year of the required experience; OR
3. Experience in construction, at the Superintendent/General Foreman level, Supervising construction crews of more than six may substitute for up to two (2) years of the required experience. Journey-level construction experience and/or drafting experience will not be accepted as qualifying.

Amended Date: 1/3/01

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

(AMENDED)

CLASS TITLE: BUILDING INSPECTOR

CODE: 6331

CHARACTERISTICS OF THE CLASS:

Under direction, performs responsible inspectional work in connection with the construction and modification of buildings or other structures both public and private with respect to the use of materials and conformance with building and housing codes and approved plans and specifications; may perform inspection duties in connection with a federally assisted code enforcement program; and performs related duties as required.

Requires responsibility for: Explaining and enforcing existing ordinances and code regulations applicable to construction and reconstruction and urban renewal and rehabilitation activities; making regular contact with property owners, contractors or their representatives, and representatives of outside organizations in connection with inspectional activities and the enforcement of codes relating to building, housing, health, and sanitation, laws and ordinances pertinent to building construction and housing; preparing and submitting ordinary records and reports on the above activities.

EXAMPLES OF DUTIES:

1. Inspects materials and methods employed in the construction and repair of public buildings or other structures for conformity to the construction plans and specifications set forth therein; assures adherence to laws, codes and ordinances regulating public building construction; reviews and resolves routine field construction problems, adjusting the less difficult problems and referring others to superiors for settlement.
2. Prepares periodic progress and related reports on assigned projects; reports on work performed and time utilized by the various crafts assigned to projects; coordinates work sequences of various contractors participating in assigned projects; investigates complaints on completed projects and initiates necessary remedial action.
3. Inspects all phases of construction of buildings or structures for compliance with building codes; observes violations of other codes and notifies proper agency; interviews applicants for building permits; provides information on building codes, laws and ordinances; estimates cost of proposed construction in order to establish a proper building permit fee; investigates complaints referred from other agencies; interviews property owners and provides information on the application of building codes.
4. Makes special investigation of buildings and structures for possible condemnation or removal; advises property owners of such buildings or structures as to necessary revision to bring buildings and structures up to code requirements.
5. Makes periodic inspections of existing buildings and structures for compliance with building codes; checks conditions noted in previous inspections as hazardous or violations to determine if compliance has been made; investigates complaints and follow-up to assure correction of code violation; may inspect multiple dwellings with respect to the issuance of permit of occupancy.
6. As assigned, participates in inspection activities specifically related to a federally assisted code enforcement program; may make reports and cost estimates on rehabilitation work to be done with F.A.C.E. program loans.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least four years of journeyman level building construction and inspection experience, including one year of experience in responsible charge of major building construction projects; or an equivalent combination of training and experience.

CLASS TITLE: BUILDING INSPECTOR

CODE: 6331

MINIMUM QUALIFICATIONS: (contd)

Knowledge, Abilities and Skills: Requires considerable knowledge of: Building construction methods and techniques as well as the properties and uses of a wide variety of construction materials and equipment; the laws, ordinances, buildings or other structures as well as health and sanitation codes; concentrated code enforcement program and rehabilitation financing in connection with F.A.C.E. program; building design.

Requires ability to: Read and interpret blueprints, plans, and specifications; inspect and analyze building construction methods and materials; deal effectively with property owners, contractors and others with respect to code or contract enforcement; prepare clear and concise reports on inspectional activities.

Requires skill in the use of surveying instruments.

PROMOTIVE LINES:

To : 6331 Senior Building Inspector

From: Original entrance examination

AMENDED: 9/14/70

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: SENIOR BUILDING INSPECTOR

CODE: 6333

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for supervising a group of building inspectors engaged in building inspections relative to urban renewal activities and federally assisted code enforcement programs; assures compliance with building code plans and specifications; and performs related duties as required.

Requires responsibility for: Interpreting and enforcing existing building codes, laws, ordinances and regulations pertaining to urban renewal and federally assisted code enforcement programs; making regular contacts with the general public, departmental personnel and outside organizations and representatives; gathering, preparing and reviewing inspection records and reports.

EXAMPLES OF DUTIES:

1. Supervises, coordinates and personally participates in the inspections of substandard buildings and dwellings to determine existing code violations and encourage property owners to take necessary corrective action.
2. Reviews inspectors' reports and takes appropriate actions to finalize rehabilitation of buildings; advises and works with property owners to assure violations are corrected.
3. Interprets building and housing codes for inspectors and the general public.
4. May attend citizen meetings and explain inspection functions in connection with the rehabilitation programs; assists in the preparation of records and reports on urban renewal activities and Abatement Appeals Board cases.
5. Inspects or supervises the inspection of building construction, reconstruction, or alteration to assure compliance with relevant building codes, plans and specifications.
6. Supervises the inspection staff in a district office of a federally assisted code enforcement program; makes reports and cost estimates on rehabilitation work to be done with F.A.C.E. loans; assists in preparation of contracts, specifications and plans; issues permits and certifies progress.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least five years of progressively responsible experience in journeyman level building construction and maintenance work, including at least two years of responsible supervisory experience on major building construction projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Building construction, building materials and their uses; building codes and ordinances, urban renewal and federally assisted programs and procedures, such as concentrated code enforcement programs and rehabilitation financing.

Requires considerable ability to: Interpret blueprints and drawings; deal effectively with the general public, building contractors and representatives of various civic groups; prepares and supervises the preparation and inspection of reports.

Requires considerable skill in the application of the knowledge of building construction and materials to practical inspection problems.

PROMOTIVE LINES:

To : 6258 Chief Building Inspector

From: 6266 Senior Plan Checker
6331 Building Inspector

AMENDED: 9/14/70; 9/8/71



SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: CHIEF BUILDING INSPECTOR

CODE: 6334

CHARACTERISTICS OF THE CLASS:

Under general direction, plans and directs the work of a group of subordinates engaged in the inspection of the construction or modification of public buildings to assure compliance with plans, specifications and legal provisions; inspects the construction or alteration of private buildings with respect to materials and equipment used and for conformity with approved plans, specifications and appropriate codes; supervises the enforcement of condemnation procedures to assure compliance with legal provisions and condemnation processes; may provide technical advice in federally assisted code enforcement program; and performs related duties as required.

Requires responsibility for: Interpreting, enforcing and coordinating policies, inspectional methods and procedures relating to building code laws and ordinances, including urban renewal and federally assisted code enforcement programs; continuous personal contacts with contractors, their representatives and the representatives of outside agencies pertaining to building construction projects in connection with approval of plans and building code enforcement; reviewing and submitting a variety of reports on inspectional and code enforcement activities.

EXAMPLES OF DUTIES:

1. Assigns and supervises the inspection of public building construction and modification projects to assure compliance with contract plans and specifications; directs the enforcement of all laws, ordinances and codes pertaining to public building construction.

2. Reviews labor and material estimates submitted by contractors for work resulting from contract modifications; reviews complex or major construction problems arising from various projects and makes recommendations for action; makes regular field inspections when necessary to resolve such problems.

3. Reviews and inspects completed projects and recommends acceptance accordingly; reviews complaints on completed projects; determines responsibility and takes corrective action when necessary; supervises the preparation and processing of inspection reports on assigned project.

4. Assigns, supervises and reviews the activities of subordinates engaged in enforcing compliance with the building, housing, fire, planning, electrical and plumbing codes through the inspection of buildings under construction, modification or complaint; sets up inspection procedures, drafts inspection report forms and bureau operational procedures related to code enforcement work in conservation areas, federally assisted code enforcement areas, redevelopment areas and condemnation proceedings.

5. Reviews and interprets building and housing code requirements to subordinates, the general public, architects, engineers and contractors; receives and resolves complaints and provides general information on all matters related to the bureau's operation and its function.

6. Assigns special inspections to subordinates and personally makes inspections on difficult and unusual projects; serves as bureau representative on matters pertaining to building condemnation, court actions, and appeals to the Abatement Appeals Board and supervises the bureau representative at the Board of Permit Appeals; supervises counter personnel who provide service and information to property owners, contractors, engineers, architects and others on the building and housing codes, construction methods, permit approvals and related matters.

7. Reviews, analyzes and prepares recommendations for additions or amendments to the building code.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of journeyman level building construction and inspection experi-

CLASS TITLE: CHIEF BUILDING INSPECTOR

CODE: 6334

MINIMUM QUALIFICATIONS: (contd)

ence, including three years of responsible supervisory experience in major building construction or inspection work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: Building construction methods and techniques and the uses and properties of construction materials and equipment; the laws, ordinances and codes pertaining to public building construction.

Requires considerable ability to: Plan, assign and supervise the activities of subordinate personnel; read and interpret contract plans, specifications and documents; analyze complex building construction problems and make sound recommendations or decisions necessary to resolve such problems; deal effectively with contractors and others involved in building construction projects; supervise the preparation and processing of detailed inspectional records and reports.

PROMOTIVE LINES:

To : 5102 Public Buildings Maintenance and
Repair Assistant Superintendent

From: 6331 Building Inspector
6333 Senior Building Inspector

AMENDED: 9/14/70

CLASS TITLE: DISABILITY ACCESS COORDINATOR

CODE: 6335

CHARACTERISTICS OF THE CLASS:

Under direction, plans and coordinates all activities relating to administration of Title 24 of the California Administrative Code and other regulations requiring accessibility for the physically disabled to applicable buildings; develops and implements training for, and provides technical assistance to, plan review and inspection personnel, members of the design community, and others affected by such legislation; plans, assigns and directs the work of subordinate personnel; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position class directs a specialized program in the Bureau of Building Inspection. It is distinguished from existing Building Inspector classes in that the incumbent is expected to serve as a technical expert in the area of interpretation of and compliance with regulations requiring accessibility for the physically disabled. The position develops and provides training and direction to subordinate staff and others; interprets and disseminates information relative to applicable local, State and Federal regulations; and serves as a liaison to governmental and other groups. It is distinguished from engineering and architectural classes in that it does not require licensure or technical expertise in building design and construction.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Administers and coordinates a program to implement legislative requirements on access to buildings by the physically disabled. Prepares annual budgets for building access program operations.
2. Develops compliance methods and procedures and supervises subordinates and others engaged in related activities. Develops and implements training programs for Plan Review personnel, Inspectors and others, such as Architects, Draftspersons, and Engineers, affected by accessibility standards and procedures.
3. Monitors plan checking and inspection activities and procedures to ensure conformance with legal requirements and to determine the effectiveness of training programs and public outreach.
4. Serves as departmental representative, appointed by the Mayor, on the Handicap Appeals Board and on the Mayor's Handicap Committee to address issues relating to State and Federal laws for meeting disabled access codes and regulations. Serves as liaison to legislative bodies and the public regarding access issues.
5. Develops and disseminates brochures and information for public awareness of requirements of relevant City, State and Federal laws.
6. Monitors changes and additions to governing codes and regulations and develops or modifies compliance procedures.

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QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applications must be solely guided by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Skills and Abilities: Comprehensive knowledge of local, State and Federal laws regarding access for the disabled to applicable buildings; knowledge of administrative, budgetary and financial processes; ability to interpret and explain access regulations accurately; ability to initiate and disseminate compliance procedures and methods and to ensure departmental compliance with legal requirements; ability to plan and implement training for departmental personnel and others; ability to design and produce informational documents for the public; ability to communicate effectively with departmental management, staff, and members of legislative and other groups; ability to plan, organize, and direct the activities of a small group of subordinate personnel.

ADOPTED: 12-5-88

#4044c

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PROPERTY REHABILITATION MANAGER

CODE: 6336

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for managing one or more district offices engaged in administering a Federal or State Assisted Code Enforcement Program; supervises and assists in the preparation of contracts, plans, and specifications required by the F. A. C. E. Program; supervise the application for loans, arrangement for financing and interprets Federal and State regulations regarding eligibility for loans and grants; and performs related duties as required.

Requires responsibility for: Interpreting, coordinating, enforcing, and helping to develop policies and procedures as they relate to construction and building rehabilitation activities; institutes condemnation procedures pertaining to property in conservation, and Federal or State Assisted Programs; reviews and approves cost estimates for loans and payments of Federal or State funds; makes regular highly responsible contacts with Federal and State Government officials, other departmental personnel, and representatives of outside organizations in connection with the administration of a Federal or State Assisted Code Enforcement Program; checks and reviews important and detailed operational records and reports.

EXAMPLES OF DUTIES:

1. Manages one or more district offices, with major responsibility for local, Federal or State Assisted Code Enforcement Program; directs personnel engaged in cost estimating on rehabilitation work to be done with Federal or State loans.
2. Supervises and assists in the preparation of contracts, specifications, and plans required by a Federal or State Assisted Code Enforcement Program; supervises the application for loans, arrangements for financing, the granting of permits, certificates of progress and permits of occupancy; the payment of money borrowed under a Federal or State program.
3. Assists subordinates in determining the most economical methods of rehabilitating properties; confers with H. U. D. or State officials on progress of a Federal or State Assisted Code Enforcement Program within a designated area.
4. Directs thru subordinate supervisory personnel all repairs, alterations of buildings and structures within an area serviced by a Federal or State Assisted Code Enforcement Program; when necessary, personally inspects repairs and reconstruction to assure quality control standards.
5. Attends citizen meetings and explains all aspects of the Federally Assisted Code Enforcement Program as it relates to the rehabilitation of buildings and properties within a designated area.
6. Directs the preparation of detailed operational and inspectional reports and the maintenance of related records.
7. Coordinates activities of a district office with other City departments or bureaus such as: City Planning, Bureau of Engineering, Real Estate and the Redevelopment Agency.

CLASS TITLE: PROPERTY REHABILITATION MANAGER

CODE: 6336

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in City Planning, Architecture, Civil Engineering, Business Administration, or Public Administration; and requires four years experience in a field related to major building construction and alteration work,

OR:

Requires completion of high school, supplemented by at least eight years of progressively responsible experience in journeyman level building construction and alteration work, including at least four years of responsible supervisor experience on major building construction or alteration projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Building construction, alteration and remodeling; building materials and techniques utilized in such activities; building and housing codes, laws and ordinances, and regulations and procedures applicable to property conservation and Federal or State assisted programs.

Requires considerable administrative ability to: Develop and obtain the cooperation and support of home-owners and community groups in neighborhood rehabilitation and conservation work; plan, assign, and supervise the work of subordinate personnel of a district office engaged in Federally Assisted Code Enforcement Program activities; evaluate program effectiveness; recommends new methods and procedures to improve rehabilitation in the field; establish and maintain effective working relationship with others.

PROMOTIVE LINES:

To : No normal lines of promotion

From: Original entrance examination
6333 Senior Building Inspector
6334 Chief Building Inspector

ADOPTED: May 4, 1970

(NEW CLASS)

DOCUMENTS

CLASS TITLE: SCHOOL CONSTRUCTION COORDINATOR

APR 20 1971

CODE: 6340

CHARACTERISTICS OF THE CLASS:

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Under direction, supervises the construction activities for new school facilities and major rehabilitation projects; acts as liaison between the School District, Bureau of Architecture Inspection Division and contractors to assure that authorized construction or rehabilitation programs are accomplished in accordance with approved policies and procedures; and performs related duties as required.

Requires responsibility for: Interpreting, enforcing and assisting in the development of policies, methods and procedures relating to school construction and rehabilitation activities; making regular contacts with Bureau of Architecture Inspection personnel and other departmental personnel to assure project conforms to established schedules and project modifications are carried out without delay; preparing and maintaining cost analysis data for finished projects and current schedule of construction and rehabilitation projects.

DISTINGUISHING FEATURES:

The School Construction Coordinator is responsible for coordinating activities and schedules to assure that any specific project will move as quickly as possible from the time the bid is let until completion of the project.

EXAMPLES OF DUTIES:

1. Coordinates construction activities for new school facilities and major rehabilitation projects by making on-site inspection of work to assure that projects conform to established schedules and approved policies and procedures; investigates requests for construction modification and time extension.
2. Prepares construction cost reports and cost analyses data to explain variances from cost estimates; assists in estimating costs for new construction and major building improvements.
3. Assembles data regarding progress schedules; prepares data in proper form for introduction into the computer, analyzes information from computer and enters same on charts and graphs.
4. Participates in pre-bid conferences and in the analysis of bids before final contracts are awarded.
5. Maintains a current schedule of all construction and rehabilitation projects and periodically reports on progress; is responsible for the preparation of periodic program graphs, charts and reports on building projects.
6. Implements and assures compliance with the Affirmative Action Policy of the School District.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from college with a baccalaureate degree with major course work in architecture or engineering and two years of experience in supervision of construction projects; or two years college training in architecture or engineering supplemented by four years of experience in supervision of construction projects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires general knowledge of architecture and construction techniques and practices, materials and their uses and methods for regulating construction costs; state and local building codes and their application to school construction.

CLASS TITLE: SCHOOL CONSTRUCTION COORDINATOR

CODE: 6340

MINIMUM QUALIFICATIONS: (contd)

Requires ability to: Deal effectively with architects, contractors, other departmental personnel involved in school facilities construction and modification projects; write clear and concise reports.

PROMOTIVE LINES:

To : No normal line of promotion

From: 5204 Assistant Civil Engineer
5266 Architectural Associate
Original entrance examination

ADOPTED: 3/15/71

CLASS TITLE: MAINTENANCE AND REPAIR ASSISTANT
SUPERINTENDENT, HETCH HETCHY PROJECT

CODE: 7102

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in planning, directing and supervising the general maintenance and repair division of the hetch hetchy project, including the construction, inspection, maintenance and repair of all water supply structures, buildings, facilities and appurtenant equipment; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing policies, methods and procedures in the assigned division; achieving considerable economies and/or preventing considerable losses through the efficient supervision of activities and enforcing the proper use and handling of materials, equipment and supplies; making regular contacts with subordinate supervisors and employees for the purpose of carrying out plans, specifications, work methods and procedures; the preparation, review and approval of important operational, construction and maintenance records for relatively large projects.

EXAMPLES OF DUTIES:

1. Organizes, directs and supervises the maintenance and repair activities in an assigned district, including dams, powerhouses, tunnels, canals, aqueducts, penstocks and their respective inlet and outlet valves, valve houses, structures and premises; also, the administration buildings, workers' residences, garages, shops and other structures.

2. Supervises the maintenance of appurtenant structures and facilities, such as, streets and trails, powerhouses, aqueducts and gauging stations.

3. Supervises the maintenance of watershed properties together with related items, including bridges, fences, domestic water lines, chlorinating systems, pumps, tanks, sanitary sewers, storm sewers, drainage canals and their respective appurtenances.

4. Conducts regular field inspections of all operating features including control installations, treatment plants and ventilating systems; supervises the operation of control equipment in de-watering or filling of supply line systems; directs all changes in water flow as requested by the water department; regulates automatic control equipment; adjusts, regulates and calibrates recording flow meters, telemetering transmitters and receivers.

5. Prepares daily reports; explains and reports operating details to superior; prepares annual reports and records, as required.

6. Promotes and maintains amiable relations with property owners in vicinity of aqueduct and other properties; investigates and prepares preliminary reports concerning damage claims due to flooding, drainage, damage to roads and other conditions.

CLASS TITLE: MAINTENANCE AND REPAIR ASSISTANT
SUPERINTENDENT, HETCH HETCHY PROJECT
(continued)

CODE: 7102

MINIMUM QUALIFICATIONS:

Training and Experience: Requires two years of college or university training, with major course work in civil engineering, hydraulics or building construction, supplemented by at least eight years of experience in various types of heavy engineering and building construction, preferably in connection with the development, construction, operation and maintenance of a large water utility system, of which at least two years shall have been in an important supervisory or resident engineering capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of the construction, maintenance and operating requirements of water works supply and transmission systems including dams, tunnels, aqueducts, supply lines, buildings, structures and appurtenant works and equipment.

Requires ability to: organize, direct and supervise a number of crews on important work projects; supervise the general construction and maintenance of hydraulic projects and related engineering structures.

PROMOTIVE LINES:

To: Maintenance and Repair Superintendent, Hetch Hetchy Project

From: Utility General Foreman

CLASS TITLE: MECHANICAL SHOP AND EQUIPMENT
ASSISTANT SUPERINTENDENT

CODE: 7104

CHARACTERISTICS OF THE CLASS:

Under direction, assists in directing the maintenance and repair of all hetch hetchy mechanical plant and automotive machinery and equipment; and performs related duties as required.

Requires responsibility for: interpreting, coordinating and enforcing existing methods and maintenance and repair procedures; making regular contacts with other departmental personnel, the general public and outside organizations in connection with maintenance and repair activities; preparing, checking and reviewing detailed maintenance and repair operational reports and records.

EXAMPLES OF DUTIES:

1. Assists in supervising the mechanical maintenance and repair of a wide variety of plant facilities and equipment, including power houses, dams, reservoirs, valve houses, aqueduct and water purification plants.
2. Assists in supervising the repair and service of automotive and road maintenance, machinery and equipment.
3. Supervises the machining and fabrication of special parts, tools and equipment.
4. Supervises the assembly, disassembly maintenance, and repair of heavy machinery.
5. Requisitions materials, parts, tools and supplies necessary to maintenance and repair activities.
6. Maintains shop records of time worked, materials used and vehicle performance and mileage reports.
7. Assists in the development and advancement of subordinates through training and effective use of employee development programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of journeyman level experience as a machinist or automotive mechanic in the maintenance and repair of a wide variety of mechanical and automotive machinery and equipment, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the principles, methods, materials, tools and equipment used in mechanical maintenance, machine shop and automotive repair work; the maintenance and repair requirements of hydroelectric turbines, valves, valve controls and automotive road maintenance machinery and equipment.

Requires considerable ability to: plan, assign, supervise and inspect the work of subordinate craftsmen and other personnel; read and interpret sketches, drawings and blue prints; prepare and maintain a variety of shop operating records and reports.

CLASS TITLE: MECHANICAL SHOP AND EQUIPMENT
ASSISTANT SUPERINTENDENT (continued)

CODE: 7104

PROMOTIVE LINES:

To: Mechanical Shop and Equipment Superintendent

From: General Utility Mechanic Foreman

(RETITLED AND AMENDED)

CLASS TITLE: HEAVY EQUIPMENT OPERATIONS ASSISTANT SUPERVISOR

CODE: 7108

CHARACTERISTICS OF THE CLASS:

Under direction, plans, assigns, supervises and recommends on the work performed by a number of work crews engaged in a variety of projects relating to roads, paths, excavations or other similar construction; performs related duties as required.

Requires responsibility for: Explaining and carrying out approved construction methods and procedures relative to the activities of labor crews used in conjunction with a variety of heavy equipment; making regular contacts with other supervisory personnel of the department; maintaining detailed records of the assignment of personnel and usage of equipment as well as records of materials, supplies and equipment used.

EXAMPLES OF DUTIES:

1. Assigns men to various work crews engaged in construction, repair and/or grounds maintenance at a facility of the Recreation and Park Department; dispatches equipment, operators and drivers as required.
2. May lay out the work performed by work crews in earth-moving, excavating or other heavy construction or maintenance projects; may recommend on the use of heavy equipment engaged in these operations.
3. Keeps records of time worked by crews and by equipment operators; requisitions materials; and initiates repairs to equipment when necessary.
4. Assures that necessary safety precautions are observed in all operations; inspects proposed projects and recommends on methods to be employed in accomplishing the work.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by three years of responsible experience in the operation of a variety of heavy road construction equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: Construction and maintenance operations, particularly as applicable to the assignment of work crews and motorized earth-moving equipment; the facilities and installations of the Recreation and Park Department.

Requires the ability to: Plan, lay out, and supervise the work of construction and maintenance crews; explain work methods and procedures to subordinates from detailed instructions including blueprints.

PROMOTIVE LINES:

To : 7208 Heavy Equipment Operations Supervisor

From : 7328 Operating Engineer, Universal
7354 Truck Driver, Heavy
01 Chauffeur

Adopted: 4/2/64

Amended: 6/2 '71

MAY - 9 2001

SAN FRANCISCO
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DEPARTMENT OF HUMAN RESOURCES

JOB CODE TITLE: MOBILE EQUIPMENT ASSISTANT SUPERVISOR

JOB CODE: 7110
Business Unit: COMM**Definition:**

Under general direction, assists in the planning, coordination, implementation and monitoring of the use, maintenance and accountability of heavy equipment and vehicles that are used in the repair, maintenance and cleanup of City property.

Distinguishing Features:

This position is distinguished from the 7355 Truck Driver and the 7328 Operating Engineer in that the latter positions do not supervise, and are engaged in the operation of trucks and heavy equipment. It is distinguished from the 7210 Mobile Equipment Supervisor in that it is a first level supervisory position and has less authority.

Supervision Exercised:

Incumbents in this classification supervise truck drivers, operating engineers, and other workers assigned to the physical operation of a project.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Assigns, dispatches, monitors, trains, and evaluates the work of truck drivers, operating engineers, and other workers engaged in the repair, maintenance and cleanup of City streets, roads, runways, excavations, construction or maintenance projects;
2. Administers State, Federal and local vehicle fleet management regulations such as the California Highway Patrol Commercial Vehicle Inspection Program, the Department of Motor Vehicles Terminal Driver Pull Notice Program and the Department of Transportation Drug and Alcohol Testing Program, and City ordinances related to overweight permits and restricted streets;
3. Inspects proposed maintenance, repair, and construction projects to assess and make recommendations regarding staffing, material and equipment needs;
4. Schedules and coordinates work with other City departments so that work area is secured according to Federal, State and local regulations;
5. Plans, recommends and prepares specifications for, and modifications to, motorized vehicles and equipment that will be purchased or rented;
6. Confers with repair shop supervisors, mechanics, and other departmental personnel regarding vehicle and equipment assignment, performance, and repair schedules;
7. Assembles and organizes data related to equipment usage, mileage, fuel consumption, and repair frequency;

JOB CODE TITLE: MOBILE EQUIPMENT ASSISTANT SUPERVISOR

JOB CODE: 7110

Business Unit: COMM

8. Assists in establishing safety procedures and conducts safety meetings per Federal, State and local regulations;
9. Orders materials and supplies for the basic needs of the department;
10. Uses a personal computer to keep an inventory database and employee time records;
11. Operates a motor vehicle such as a car, truck, or heavy equipment;
12. Acts as the 7210 Mobile Equipment Supervisor whenever that person is not available;
13. Performs related duties as required.

Job-related and Essential Qualifications:

Knowledge of: Federal, State and local construction and maintenance equipment regulations and operations; appropriate assignment of truck drivers and heavy equipment operators; suitability of vehicles assigned; maintenance and servicing requirements; occupational safety hazards; and procedures for accident prevention.

Ability to: plan, assign, organize, direct and evaluate work; provide training in job duties and safety procedures; motivate and counsel employees; keep records of time and work performed; promote effective working relationships; communicate effectively orally and in writing; use a personal computer and word processing and record keeping software; operate a truck and heavy equipment vehicle; and demonstrate the physical strength and agility necessary to perform site inspections.

Experience and Training Guidelines:

Three years of experience within the last 10 years in the operation of trucks and heavy equipment, which includes towing and the operation of heavy construction and maintenance equipment; and

Possession of a valid class A driver license and current medical card.

Effective Date: 11/13/84

Amended Date: 4/27/01

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

Abolishes: 7122 Buildings Maintenance
Superintendent

CLASS TITLE: BUILDINGS AND GROUNDS MAINTENANCE SUPERINTENDENT

CODE: 7120

CHARACTERISTICS OF THE CLASS:

Under general direction, organizes, directs and supervises the maintenance and repair activities for a group of buildings and surrounding grounds, including physical properties, machinery, equipment and other pertinent inside and outside facilities; assigns and directs the activities of various skilled craftsmen and others engaged in maintenance and operational activities; and performs related duties as required.

Requires responsibility for: Carrying out, developing, interpreting, coordinating and enforcing policies, methods and procedures for a comprehensive overall maintenance and repair program; making regular contacts with supervisory personnel in various departments and with representatives of outside organizations in connection with maintenance and repair matters; checking, reviewing and approving detailed operational and work performance data and reports. Supervision includes local administrative control and work assignments of craft personnel on extended or temporary assignments. Craft general foremen will supervise their respective workmen in those matters pertaining to craft or trade techniques or methods.

EXAMPLES OF DUTIES:

1. Supervises the activities and personnel engaged in the general maintenance and repair of all buildings and grounds which may include housekeeping activities.
2. Plans and directs a continuous preventative maintenance program; assigns duties to all permanent craft and building trade mechanics, operating engineers and maintenance personnel engaged in the upkeep and operations of buildings and adjacent grounds; inspects and certifies as to satisfactory completion of work done by city shops or crafts under private contract prior to certification for payment.
3. Makes recommendations to supervisor concerning probationary reports on employees supervised and in other matters; authorizes the employment of all temporary and/or interdepartmental specialized personnel for specific projects, as found necessary for the proper operation and maintenance of all facilities; keeps records of time and work done and other operational activities.
4. Confers with the administrator, department heads, Department of Public Works and others concerned to effectuate necessary cooperation and coordination required in the satisfactory functioning of maintenance and operational activities.
5. Plans and supervises the repair, maintenance and alteration of mechanical and electrical systems; advises administrator and department heads on specific operational or mechanical features of complex equipment.
6. Acts in behalf of the administrator or department head during various engineering and architectural design stages pertaining to the rehabilitation or repair of major machinery and equipment units; correlates various operations in connection with their installation.
7. Supervises all power plant operations including steam and electrical power generation and distribution; refrigeration and air conditioning; elevator equipment; supervises maintenance and repair of all laundry and kitchen equipment, elevators and repair shops.
8. Prepares annual budget estimates for activities supervised; confers with administrator on requirements for personnel, materials, supplies and equipment; subsequently is responsible for expenditures for professional and nonprofessional services and purchase of operational materials and supplies within budgetary allocations.
9. Supervises the maintenance and routine care of the landscaped areas adjacent to all buildings including care of trees, shrubs, flowers and lawns; supervises the maintenance of all pedestrian walks and automobile parking areas.

CLASS TITLE: BUILDINGS AND GROUNDS MAINTENANCE SUPERINTENDENT

CODE: 7120

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least ten years of progressively responsible experience in building maintenance and repair work and in the maintenance, repair and operation of a wide variety of associated mechanical, electrical, ventilating, heating and related machinery; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: The various crafts associated with mechanical operation and maintenance aspects of large plant machinery and equipment; building maintenance and repair practices and procedures and the operation and maintenance requirements of associated machinery and equipment including heating, ventilating, electrical and other utility equipment used in the repair and maintenance of public buildings and equipment, maintenance, repair and upkeep of adjacent grounds.

Requires considerable ability to: Plan, organize and direct a comprehensive building and operational maintenance program including the development of maintenance standards; coordinate maintenance services with the operation of other building services and activities; work effectively with administrative personnel, subordinate supervisory employees, and representatives of outside agencies and groups.

PROMOTIVE LINES:

To : No normal line of promotion

From: 7205 Chief Stationary Engineer

Amended: 7/19/71

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: BUILDINGS MAINTENANCE SUPERINTENDENT

CODE: 7122

CHARACTERISTICS OF THE CLASS:

Under general direction, directs the maintenance and repair and plant operation activities of a large complex of public buildings and related facilities; plans, assigns and directs the activities of various skilled craftsmen and others engaged in maintenance and operational activities; and performs related duties as required.

Requires considerable responsibility for: interpreting, coordinating and enforcing existing procedures and methods relating to the operation, maintenance and repair of public buildings and related plant machinery and equipment; making regular contacts with the general public, other departmental personnel and representatives of outside organizations in exchanging information, explaining procedures and regulations relating to the maintenance and operation of public buildings; supervising the preparation of operating records and reports of time and work accomplished. Supervision includes local administrative control and work assignments of craft personnel on extended or temporary assignments. Craft general foremen will supervise their respective workmen in those matters pertaining to craft or trade techniques or methods.

EXAMPLES OF DUTIES:

1. Develops, supervises and reviews a continuous preventive maintenance program for all buildings; initiates budget requests for maintenance repair and operation for buildings supervised; supervises the operation, maintenance and repair of high pressure boilers and other mechanical, electrical, air conditioning, refrigeration and elevator equipment.

2. Inspects and certifies as to the satisfactory completion of work done by city shops or crafts under private contract prior to certification for payment.

3. Makes recommendations to supervisor concerning probationary reports on employees supervised and on other personnel matters; is authorized to purchase materials and supplies to carry on the above operations within the limits of available funds; issues purchase orders for materials and supplies; keeps record of time and work done and other operational activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least nine years of progressively responsible experience in building maintenance and repair work and in the maintenance, repair and operation of a wide variety of associated mechanical and electrical heating, ventilating and related machinery and equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: building maintenance and repair practices and procedures and the operation and maintenance requirements of associated machinery and equipment, including heating, ventilating, electrical and other utility equipment used in repair and maintenance of public buildings and equipment.

CLASS TITLE: BUILDINGS MAINTENANCE SUPERINTENDENT
(continued)

CODE: 7122

Requires considerable ability to: plan, organize and direct a comprehensive building and operational maintenance program including the development of maintenance standards; coordinate maintenance services with the operation of other building services and activities; work effectively with administrative personnel, subordinate supervisory employees, and representatives of outside agencies and groups.

PROMOTIVE LINES:

To: Buildings and Grounds Maintenance Superintendent

From: Chief Stationary Engineer

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

JOB CODE TITLE: PARKING METER AND MACHINE SHOP MANAGER

JOB CODE: 7123
Business Unit: COMM

Definition:

Under general direction, oversees the Parking Meter and Machine Shop Division and is responsible for the maintenance and installation of parking meters, repair of fire alarm instruments and equipment, traffic signal equipment, police communication equipment, and facility maintenance, and performs related duties as required. Essential functions include: supervising, assigning, and training the supervisors and staff; overseeing daily operations; establishing maintenance procedures and schedules; overseeing and approving the purchase of major equipment and materials; developing, administering, monitoring, and coordinating the annual budget; writing reports and correspondence; and representing and making oral presentations in behalf of the department.

Distinguishing Features:

This single position class oversees the Parking Meter and Machine Shop Division for the Department of Parking and Traffic. The class reports to the 7140 Director, Parking and Traffic Operations, who is responsible for the management and evaluation of the overall Operations Division. This class is distinguished from the 7243 Parking Meter Repairer Supervisor I, who supervises a group of 7444 Parking Meter Repairers at the journey level, and from the 7258 Maintenance Machinist Supervisor I, who supervises a group of 7332 Maintenance Machinists at the journey level.

Supervision Exercised:

Supervises the first level supervisors, 7243 Parking Meter Repairer Supervisor I and 7258 Maintenance Machinist Supervisor I, and office staff.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to the 7123 Parking Meter and Machine Shop Manager and are not intended to be an inclusive list.

1. Supervises the work of the first level supervisors and staff; plans, develops, assigns, monitors, and reviews work of subordinates.
2. Oversees daily operations of the Parking Meter and Machine Shop Division involving the maintenance and installation of parking meters, repair of fire alarm and police communication equipment, traffic signal equipment, and facility maintenance.
3. Oversees and approves the purchase of major equipment and materials; confers and corresponds with suppliers.
4. Develops, administers, monitors, and coordinates the annual budget for the Parking Meter Division used for installation, repairs, and a wide variety of other maintenance operations.
5. Writes reports and correspondence to respond to citizen complaints and questions, to provide information to Department of Parking and Traffic management, other City departments, and the commission, and to resolve employee grievances, personnel and disciplinary issues, material purchases, and pricing.
6. Represents and makes oral presentations in behalf of the Department before the Parking and Traffic Commission, various City departments, Board of Supervisors, and community groups.
7. Establishes maintenance procedures and schedules for vehicles, building, and equipment and responds to defective equipment and/or unsafe conditions; prioritizes incoming work requests and monitor timelines; and plans, schedules, and implements the preventive maintenance program.

Job Related and Essential Qualifications:

Knowledge of: machine shop tools, equipment and materials, including maintenance knowledge of parking meters, fire alarm systems, mechanical police and fire alarm boxes, and the emergency generator system; safety methods and procedures including all applicable OSHA regulations.

Ability to: prioritize, plan, assign, coordinate, train, and evaluate the work of subordinate personnel; speak in a clear, understandable, organized, and effective manner; communicate clearly and effectively in writing; promote, establish and maintain effective working relationships; use a computer and related software applications.

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JOB CODE TITLE: PARKING METER AND MACHINE SHOP MANAGER

JOB CODE: 7123
Business Unit: COMMN

Experience and Training Guidelines:

1. Eight (8) years of verifiable experience as a machinist or general mechanic performing maintenance and installation of parking meters. Three (3) years of this experience must have been at the supervisory level.

License/Certificate: Possession of a valid driver's license.

Effective Date: 2/16/61

Amended Date: 4/2/01

Reason for Amendment: To accurately reflect the appropriate job title, and current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

CLASS TITLE: MAINTENANCE AND REPAIR SUPERINTENDENT,
HETCH HETCHY PROJECT

CODE: 7124

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, directs and supervises the construction, inspection, maintenance and repair of all water supply structures, buildings, facilities and appurtenant equipment; and performs related duties as required.

Requires major responsibility for: carrying out, interpreting, coordinating and enforcing existing policies, methods and procedures involved in maintenance of water supply facilities; achieving considerable economies and/or preventing considerable losses through efficient supervision of activities and enforcing proper use and handling of materials, equipment and supplies; making regular contacts with subordinate supervisors, employees and management for the purpose of furnishing or obtaining information or explaining specific matters; the preparation, review and approval of important operational, construction and maintenance records for relatively large projects.

EXAMPLES OF DUTIES:

1. Directs and participates in the preparation of estimates for labor, materials, supplies and equipment for various work projects; approves expenditures for materials and supplies; plans and recommends procedures for maintenance and repairs; directs the progress of maintenance work; checks progress of contract operations.

2. Directs surveys and field engineering for new work and reconstruction projects; directs the preparation of maps and plans; checks computations and completed plans and specifications and makes recommendations for changes or corrections, as deemed necessary.

3. Inspects dams, tunnels, pipe lines, structures, buildings, roads, operational equipment and other appurtenances; prepares reports of inspections made, together with pertinent recommendations.

4. Prepares reports covering maintenance work accomplished and planned work on various projects; prepares progress reports on contract construction; directs the distribution of costs for labor, materials and supplies.

5. Supervises and participates in the preparation of annual budget estimates together with supporting information; subsequently controls expenditures within budgetary appropriations.

6. Meets and confers with representatives of national park and forest services; also, with state, county and local authorities concerning mutual interest problems.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with major course work in civil engineering.

Requires at least ten years of professional engineering experience in various types of construction work, preferably in connection with the development of a large water utility system, of which at least three years shall have been in an important supervisory or resident engineering capacity; or an equivalent combination of training and experience.

CLASS TITLE: MAINTENANCE AND REPAIR SUPERINTENDENT,
HETCH HETCHY PROJECT (continued)

CODE: 7124

Knowledge, Abilities and Skills: Requires comprehensive knowledge of the construction, maintenance and operating requirements of water works supply and transmission systems, including dams, tunnels, aqueducts, supply lines, buildings, structures and appurtenant works and equipment.

Requires considerable ability to: organize, direct and supervise a number of crews and important projects; supervise the general construction and maintenance of hydraulic projects and related engineering structures.

PROMOTIVE LINES:

To: Hetch Hetchy Project Engineer of Operations

From: Maintenance and Repair Assistant Superintendent,
Hetch Hetchy Project

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ELECTRICAL OPERATION AND MAINTENANCE SUPERINTENDENT,
HETCH HETCHY PROJECT

CODE: 7125

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, directs, supervises and is responsible for the operation, inspection, maintenance and repair of the hydro-electric power system and a wide variety of electrical facilities on the Hetch Hetchy Project; and performs related duties as required.

Requires major responsibility for: Coordinating, executing, interpreting and assisting in the development of policies, methods and procedures involved in the operation and maintenance of a hydro-electric power system and electrical facilities; enforcing proper use and handling of materials, equipment and supplies; making regular contacts with subordinate supervisors, employees and management for the purpose of furnishing information in connection with operating and maintenance activities; the preparation, review and approval of important operational, maintenance and repair records and reports.

EXAMPLES OF DUTIES:

1. Coordinates and directs the generation of electric power in the several plants in accordance with generation schedules, maintenance and inspection schedules and emergency operating conditions.

2. Plans and directs a continuous preventive maintenance program of inspection, servicing and repair of a wide variety of power system electrical equipment and facilities; develops maintenance procedures, schedules and record forms; reviews and evaluates inspection and maintenance reports; organizes and directs repair work.

3. Investigates operational errors, malfunctioning of equipment and system disturbances involving electrical facilities and determines or recommends remedial measures.

4. Prepares and reviews reports on power generation, power delivery, electrical operations, systems interruptions, inspections, maintenance and repairs.

5. Prepares and directs the preparation of requisitions for materials, supplies, parts and equipment for electrical operations, maintenance and repairs.

6. Prepares estimates of cost and develops supporting information for repair, replacement and construction of electrical facilities; participates in preparation of annual budget estimates.

7. Confers with representatives of irrigation districts and private power companies concerning problems of mutual interest on operations of the interconnected power system.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least ten years of progressively responsible experience in the operation, maintenance and repair of a hydro-electric power system and appurtenant electrical facilities, including generating stations, switchyards, substations, transmission and distribution systems, communication systems and related equipment, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: The principles, methods, materials, tools and equipment used in the operation, inspection, maintenance and repair of a hydro-electric power system and appurtenant electrical facilities, including maintenance and repair requirements of such systems and equipment.

CLASS TITLE: ELECTRICAL OPERATION AND MAINTENANCE SUPERINTENDENT,
HETCH HETCHY PROJECT

CODE: 7125

MINIMUM QUALIFICATIONS: (cont'd)

Knowledge, Abilities and Skills: (cont'd)

Requires considerable ability to: Organize, direct and supervise the work of subordinate supervisors and their crews engaged in electrical operations and maintenance work.

PROMOTIVE LINES:

To : 5138 Hetch Hetchy Project Superintendent of Operations

From: 7128 Power House Superintendent
7285 Transmission Lineman General Foreman
5238 Associate Electrical Engineer

ADOPTED: 11/1/62

CLASS TITLE: MECHANICAL SHOP AND EQUIPMENT SUPERINTENDENT CODE: 7126

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for directing the maintenance and repair of all hetch hetchy mechanical plant and automotive machinery and equipment; and performs related duties as required.

Requires major responsibility for: developing, coordinating and executing all mechanical maintenance and repair methods and procedures; making regular contacts with other departmental personnel, the general public and outside organizations in connection with maintenance and repair activities; requires over-all supervisory responsibility for the preparation and maintenance of shop operational records and reports.

EXAMPLES OF DUTIES:

1. Plans, assigns inspects and directs the mechanical maintenance and repair programs for facilities and equipment, including power houses, dams, reservoirs, valve houses, aqueducts and water purification plants.
2. Plans and directs the maintenance and repair of all automotive, road maintenance and portable machines and equipment.
3. Directs shop and field activities in connection with the fabrication of parts, tools and equipment necessary to maintenance and repair activities.
4. Prepares specifications for the purchase of new equipment; prepares cost estimates for major repair jobs.
5. Prepares and directs the preparation of requisitions for supplies, materials and parts for maintenance and repair operations.
6. Directs the preparation and maintenance of shop operating and vehicle performance records and reports.
7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible journeyman level experience in the maintenance and repair of a wide variety of mechanical installations and automotive machinery and equipment, preferably including experience in the operation of a large machine and automotive equipment repair shop and including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the principles, methods, materials, tools and equipment used in mechanical maintenance, machine shop and automotive repair work; the maintenance and repair requirements of hydroelectric turbines, valves, valve controls and automotive road maintenance machinery and equipment.

CLASS TITLE: MECHANICAL SHOP AND EQUIPMENT SUPERINTENDENT CODE: 7126
(Continued)

Requires considerable ability to: plan, assign, supervise and inspect the work of subordinate craftsmen and other personnel; read and interpret sketches, drawings and blueprints; prepare and maintain a variety of shop operating records and reports.

PROMOTIVE LINES:

To: Equipment Maintenance General Superintendent
City Shops General Superintendent

From: Mechanical Shop and Equipment Assistant Superintendent

CHARACTERISTICS OF THE CLASS:

Under general direction, exercises responsible charge of the operation and maintenance of a large electric power generating plant, including water turbines, electric generating machinery, stationary engines, and other appurtenant machinery and equipment, as well as the adjacent structures and premises; and performs related duties as required.

Requires major responsibility for: developing, coordinating, and executing established policies, procedures and methods in connection with the generation of electric energy; achieving major economies and/or preventing major losses through efficient supervision of all power house machinery, equipment and facilities, and enforcing the proper handling of all machinery, materials and supplies of large quantity and high value; making regular contacts with superiors, other departments and representatives of outside organizations, for furnishing or obtaining pertinent information regarding numerous phases of electric power generation and transmission; the gathering of important operational and technical data and records regarding specific aspects of electric power generation.

EXAMPLES OF DUTIES:

1. Exercises direct responsible charge over the operation of a large hydro-electric generating plant together with its associated transmission power lines and their interconnections; supervises the maintenance and repair of all power house machinery and equipment; confers and receives direction from the engineer of operations on overall power generating program and related matters.
2. Supervises all employees including power house operators, electricians, reservoir keepers and other auxiliary personnel, as required; prepares work programs and shift schedules and assigns personnel accordingly.
3. Conducts periodic inspections of power house, aqueduct, dam, gate houses, water pumps, forebays, radio communications system, and other equipment; inspects and supervises the maintenance, repair, and overhaul of machinery in the power house as well as all other equipment associated with power house operations.
4. As result of inspections and observations, prepares reports of defects found on all equipment and buildings which are found to require maintenance or repair.
5. Supervises clerical work related to the power house operations, such as daily time reports, material requisitions, truck and equipment reports, weekly gas and oil reports; prepares monthly accounting of all electric energy generators.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

CLASS TITLE: POWER HOUSE SUPERINTENDENT (continued)

CODE: 7128

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least ten years of practical experience in various phases of hydro-electric generating and power house operations with a large private or public utility organization; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: hydro-electric generating plant operation and maintenance requirements; the tools, machinery, equipment and methods necessary to the maintenance and operation of a large hydro-electric plant and related distribution systems.

Requires considerable ability to: Plan, assign and direct the activities of subordinate personnel; inspect, review and recommend on plant operating and maintenance matters; direct the preparation of, and review important and detailed records and reports relating to power generation, distribution and consumption; deal effectively and courteously with other departmental personnel and the general public.

PROMOTIVE LINES:

To: Engineer of Operations

From: Senior Power House Operator

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: ASSISTANT ELECTRICAL MAINTENANCE AND
CONSTRUCTION SUPERINTENDENT

CODE: 7129

CHARACTERISTICS OF THE CLASS:

Under administrative direction, assists in directing the maintenance, repair and operation of the municipal fire alarm system, traffic signal system, police telephone and telegraph systems and air raid warning system; assigns and directs the activities of a large group of subordinate craftsmen engaged in such work; and performs related duties as required.

Requires responsibility for: Preparing plans, drawings and cost estimates; interpreting, coordinating and assisting in the development of methods and procedures relative to maintenance, repair and operation activities; making regular important contacts with the general public, representatives of other City departments, Redevelopment Agency and utility companies; preparing, checking and reviewing detailed operational reports on electrical and construction maintenance and repair activities.

EXAMPLES OF DUTIES:

1. Assists in directing the activities of subordinate personnel responsible for maintenance and repair of the municipal fire alarm, police telephone and teletype, traffic signal and air raid warning system; determines priorities and assigns work to subordinate personnel.
2. Assists in the preparation of plans, electrical drawings and cost estimates for a wide variety of construction, relocation, maintenance and repair projects, including the conversion of overhead circuits to an underground system to accommodate redevelopment and street improvement projects.
3. Personally inspects additions, alterations and/or modifications to the traffic signal system, fire alarm and police communications systems installed under contract prior to acceptance by the City; reviews the work of crews in the field to ensure progress, quality of workmanship and compliance with plans and standards.
4. Meets with representatives of City departments and utility companies relative to coordinating the installation, relocation and undergrounding of electric conduits on the City streets.
5. Investigates claims and complaints filed against the City; prepares reports; initiates and answers correspondence as required; supervises the requisitioning of materials and supplies; acts for the Superintendent in his absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft; six years of progressively responsible experience in the construction, maintenance and repair of fire alarm, police communication and traffic signal systems, including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Electrical equipment and installations, including overhead and underground fire, police and traffic signal systems; methods of repair and maintenance of a wide range of electrical equipment and systems; regulations of the National Board of Underwriters, laws, regulations and ordinances relating to electrical installations; streets and highways code of the State of California as it applies to municipal electrical work.

Requires considerable ability to: Plan, assign and direct the work of subordinate foremen and craftsmen; make accurate materials and labor cost estimates on projects; deal effectively with the public and representatives of outside organizations.

PROMOTIVE LINES:

To : 7131 Electrical Maintenance & Construction Superintendent
From: 7273 Communications Lineman General Foreman
7276 Electrician General Foreman

ADOPTED: May 18, 1970

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: POWER AND PLANT SUPERINTENDENT

CODE: 7130

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, supervises and is responsible for the proper operation, maintenance and repair of overhead and underground lines and appurtenances, power distribution plant, street railway track and roadbed for the municipal transit system; directs the installation, removal or alteration of power and plant equipment; and performs related duties as required.

Requires responsibility for: carrying out, interpreting, enforcing and coordinating existing policy, methods and procedures relative to the operation, maintenance and repair of overhead lines and power distribution for the municipal transit system; operation, maintenance and repair of the cable car motive power machinery, power house machinery, and sub-surface equipment; maintenance of buildings, structures, shops, bus yards, car houses, tunnels, subways, roadbeds, and grounds; assisting in developing new policy, methods and procedures for the division; making responsible contacts with the general public, other division heads or representatives of outside agencies for the purpose of obtaining or supplying services and information; preparation, checking and reviewing of important and detailed operational and maintenance records and reports.

EXAMPLE OF DUTIES:

1. Plans, assigns and directs the activities of a large group of subordinate personnel engaged in the maintenance and repair of overhead trolley lines and related appurtenances, the operation, maintenance and repair of power generating and sub-station machinery and equipment; the maintenance and repair of street railway and cable car tracks and roadbeds.

2. Supervises the preparation of, approves and forwards requisition for materials and supplies.

3. Prepares and checks cost estimates and makes recommendations for repairs.

4. Directs investigation of complaints and makes recommendations as to their adjustment.

5. Investigates field work in process for compliance with proper procedures and methods.

6. Consults with public utilities engineers and directs the installation, removal or alteration of power plant equipment.

7. Assists in the development and advancement of subordinate through training and effective use of employee development program.

8. Supervises the maintenance, repair and operation of the cable car motive power machinery, cables and sub-surface equipment, blacksmith and special track fabrication.

9. Inspects all facilities of the municipal transit maintenance division at regular intervals for compliance with safety laws, rules, regulations and fire protection safeguards.

10. Responsible for maintenance, repair and painting of all buildings, structures, shops, bus yards, car houses, tunnels, subways, roadways and grounds together with all appurtenances, equipment, facilities, elevators and fire prevention equipment.

11. Supervises elevator operators, janitorial, maintenance, and repair personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least nine years of progressively responsible experience in any of the following fields or combinations thereof: the operation, maintenance and repair of power generating and related distribution systems; the maintenance of surface tracks and roadbeds; maintenance of buildings, heavy equipment and machinery; transit yards; cable motive power machinery or equivalent experience, including at least five years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires general knowledge of the following fields; the operation, maintenance and repair requirements of power generating machinery and equipment; railway lines, roadbeds, buildings and related transit facilities; transit power distribution systems and electrically operated transit equipment.

Requires ability to: plan, assign and direct the maintenance and repair activities of a large group of subordinate personnel; review operating and maintenance processes and procedures and make sound recommendations thereon; prepare, review and supervise the preparation of important and detailed operating records and reports; deal effectively and courteously with subordinate personnel, other departmental officers and the general public.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Track Maintenance General Foreman
Power House Electrician Foreman
General Foreman Lineman
Cable Machinery Supervisor

AMENDED: 11/21/63

CLASS TITLE: ELECTRICAL MAINTENANCE AND
CONSTRUCTION SUPERINTENDENT

CODE: 7131

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, is responsible for the maintenance, repair and operation of the municipal fire alarm system, traffic signal system, police telephone and telegraph systems and air raid warning systems; plans, assigns and directs the activities of a large group of subordinate personnel engaged in such work; and performs related duties as required.

Requires considerable responsibility for: carrying out, interpreting and coordinating existing methods and procedures in connection with maintenance, repair and operation activities; making regular important contacts with the general public, other departmental personnel and outside organizations in connection with maintenance and repair activities; preparing, checking and reviewing detailed operational and maintenance records and reports.

EXAMPLES OF DUTIES:

1. Lays out, assigns and directs the work involved in the construction, operation, repair and maintenance of electrical alarm and signal systems; designs and prepares specifications for new alarm and signal systems equipment.
2. Makes field inspections of various crews performing maintenance and repair work to assure acceptable quality of workmanship, satisfactory work progress and conformance with instructions and plans.
3. Reviews and approves daily time and work reports; prepares annual budget requirements for electrical maintenance and repair work; reviews and approves requisitions for the purchase of supplies and materials for electrical maintenance and construction activities.
4. Reviews requests for various permits to assure that the issuance of such permits will not have adverse effects on communication signal systems.
5. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible experience in the installation, operation and maintenance of communication and signal systems, including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the principles, operational and maintenance requirements of communications and signal systems and the materials, process and tools necessary to maintenance and repair of such systems; existing laws, rules and ordinances pertaining to fire alarm and emergency communications systems.

CLASS TITLE: ELECTRICAL MAINTENANCE AND
CONSTRUCTION SUPERINTENDENT (continued)

CODE: 7131

Requires considerable ability to: plan, organize and direct the activities of subordinate personnel; deal effectively and courteously with the general public; exercise good judgment in evaluating maintenance, repair and emergency problems and take corrective action; maintain operational records and prepare and review technical reports.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: General Manager, Department of Electricity

From: Electrician General Foreman

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TELECOMMUNICATIONS SUPERVISOR

CODE: 7132

CHARACTERISTICS OF THE CLASS:

Under general direction, exercises responsibility for the maintenance and repair of computers and peripheral equipment of the Command and Control System of the Fire Dept., assigns, directs and trains subordinate technical personnel, civilian fire dispatchers and Senior Telephone Operators; coordinates maintenance and repair work with Fire Dept. operational activities; evaluates new technical developments, recommends on maintenance and repair procedures; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class involves primary responsibility for the testing, maintenance and repair of an automated fire alarm dispatch complex which includes computerized command and control and audio systems. The system also includes console units located at 44 fire stations. Additionally, the incumbent is responsible for the testing, maintenance and repair of a backup key operated dispatch system and for the work of non-uniformed fire dispatchers, electricians and communication personnel.

EXAMPLES OF DUTIES:

1. Directs the maintenance and operations of the computerized telecommunications system at the Central Fire Alarm Station, Fire Stations and auxiliary agencies of the Fire Dept. throughout the city.
2. Directs the activities of technical and operating personnel engaged in the maintenance and operation of this system.
3. Supervises the training, development and evaluation of subordinate personnel to insure the availability and efficient operation of communications, computers and associated subsystems; conducts training sessions for field maintenance personnel as required to provide proper coordination with the Control Center Communications complex.
4. Monitors Control Center activities, evaluates developing operational difficulties, anticipates potential problems, implements correctional measures, plans alternate solutions, recommends new methods or procedures.
5. Conducts regularly scheduled tests of the Command and Control system on emergency power; also, in manual mode without the computers, as necessary to maintain competence and efficient operations.
6. Prepares plans, estimates work schedules, requisitions materials and supplies; assists with preparation of the annual budget; prepares reports and maintains required records.
7. Attends meetings; maintains cooperative working relations with other City departments, Central Station and auxiliary Fire Alarm Companies, Utility Companies and the general public.

CLASS TITLE: TELECOMMUNICATIONS SUPERVISOR

CODE: 7132

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by technical training at the junior college level, recognized trade, military or company-operated trade school. Requires 5 years of progressively responsible experience installing, maintaining, testing and operating electronic communication systems, three years of which must have been on the installation, maintenance, testing and operations of digital data and analogue communications systems, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of principles, capabilities and operation of computers, digital data and audio communication systems.

Requires ability to: Understand and coordinate entire system networks and to diagnose, repair and maintain complex digital and analogue circuitry; plan, assign and supervise the work of subordinate personnel, review and analyze drawings and plans, maintain operating records and prepare related reports.

Requires a high degree of skill: In the use of test instruments and equipment; application of theory procedures and techniques to the installation, maintenance and repair of computer assisted telecommunications systems; sufficient skill to accurately type 25 words per minute; strength to perform medium manual work; unimpaired hand and finger dexterity, good hearing and eyesight with color discernment sufficient to distinguish reds, greens and yellows.

License: Requires possession of a 1st or 2nd class Radio-Telephone Operator or Radio-Telegraph Operator's license; a valid State Motor Vehicle Operator's license.

PROMOTIVE LINES:

TO: To be determined

FROM: Original entrance examination
7366 Telecommunications Technician

ADOPTED: 3/1/76

NEW CLASS

CLASS TITLE: WATER CONSTRUCTION AND
MAINTENANCE SUPERINTENDENT

CODE: 7134

CHARACTERISTICS OF THE CLASS:

Under general direction, exercises responsibility for the organization and supervision of the construction and maintenance activities of the services and meters section and main pipe line section of the city water distribution system, including subordinate supervisory personnel, field crews, water gatemen, reservoir keepers, various crafts and auxiliary personnel; and performs related duties as required.

Requires major responsibility for: developing, coordinating, originating, and executing policies, methods and procedures within the sections supervised; achieving major economies and/or preventing major losses through efficient organization and supervision of activities and enforcing the judicious use and handling of equipment, materials and supplies; continuing contacts with subordinate supervisory employees and representatives of outside organizations and groups in dealing with a wide variety of field activities; directing the preparation, maintenance, review and approval of records and reports affecting all operational and maintenance activities within sections supervised.

EXAMPLES OF DUTIES:

1. Plans and directs the operations and personnel of the services and meters section and the main pipe line section, including general foremen, foremen, and a number of field crews engaged in keeping the distribution main lines and consumer services in good working order; organizes and supervises the construction, installation, maintenance, repair and replacement of mains, domestic and fire services, meters, valves, fittings and other appurtenances.
2. Supervises and is responsible for the maintenance of city distribution reservoirs and various water department buildings at several locations.
3. Inspects proposed work areas and location in order to plan the work to best advantage.
4. Determines work methods and makes job assignments and periodic changes as necessary to insure maximum production and service and minimum costs.
5. Inspects and checks routine reports of construction and maintenance work accomplished to insure proper recommendation and quality in accordance with department specifications, procedures and requirements.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of experience in the metal trades industry, preferably in a large water or public works organization, of which at least three years shall have been in an important supervisory capacity over field construction, installation, maintenance and repair operations; or an equivalent combination of training and experience.

CLASS TITLE: WATER CONSTRUCTION AND
MAINTENANCE SUPERINTENDENT (continued)

CODE: 7134

Knowledge, Abilities and Skills: Requires considerable knowledge of the general construction, operation and maintenance requirements of large water works distribution systems and a basic practical knowledge of hydraulic engineering.

Requires ability to: read and interpret plans and specifications; organize and direct a number of field crews in performing important installation, maintenance and repair operations.

PROMOTIVE LINES:

To: City Distribution Division Manager

From: Utility General Foreman

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: WATER SHOPS AND EQUIPMENT SUPERINTENDENT

CODE: 7136

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, has direct responsible charge of a number of fabricating, maintenance, and repair shops at the water department main yard; plans all work programs; assigns and supervises personnel; compiles reports of work performance; and performs related duties as required.

Requires major responsibility for: developing, coordinating, originating and executing policies, methods and procedures as applied to the various shops and operations supervised; achieving major economies and/or preventing major losses through efficient estimating, planning, and supervision of the various shop operations and processing of materials and supplies of large quantities and high value; making regular contacts with other employees, departments, and representatives of outside organizations for the purpose of furnishing or obtaining specific information on specialized shop and related matters; the preparation of detailed estimates for various shop fabricating and repair projects as well as for shop personnel and operating records.

EXAMPLES OF DUTIES:

1. Supervises the personnel and operation of the machine shop, pattern shop, auto shop and equipment repair shop, paint shop, steel fabricating and pipe welding shop, and meter repair shop, as well as various maintenance and repair activities in the field.
2. Supervises the operation of various pumping stations and the maintenance and repair of station equipment.
3. Prepares detailed estimates of manufacturing costs for all types of machine parts, equipment and repairs according to specified requirements and prepares bids for the necessary work involved; supervises the manufacture of such items when awarded to contractors; maintains related time and production records.
4. Supervises the maintenance, repair, upkeep and servicing of all automobiles, trucks and various pieces of mechanized heavy equipment; maintains related records; prepares necessary requisitions for needed supplies and materials.
5. Prepares specifications together with estimated costs covering replacements or additions to mechanized equipment, shop machinery and power and hand tools; makes recommendations for acquisitions of such items.
6. Supervises the inspection of all equipment, castings and fittings to assure conformance with specifications and recommends acceptance or rejection.
7. Supervises the operations of the meter repair shop including the labeling, testing and storing of domestic meters and fire service meters.
8. Assigns duties to various subordinate supervisors and other employees; inspects completed work; interprets department rules, regulations and policies as necessary.

CLASS TITLE: WATER SHOPS AND EQUIPMENT SUPERINTENDENT
(continued)

CODE: 7136

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least fifteen years of experience in progressively responsible journeyman level and craft supervisory activities, of which not less than five years shall have been at a unit supervisory level dealing with mechanical shop operations involving fabricating, maintenance and repair of machinery, heavy duty equipment and motorized units; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the various crafts and operations in the different shops supervised.

Requires ability to: organize, supervise and coordinate the activities of a number of mechanical fabricating, maintenance and repair shops; initiate and follow through on various maintenance and repair projects.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Automotive Machinist Foreman
Machinist Foreman

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITY SHOPS GENERAL SUPERINTENDENT

CODE: 7150

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, directs all activities of the purchasing department shops in connection with the maintenance, repair and overhaul of a wide variety of automotive machinery and equipment; the mechanical components of various city plants, facilities and installations; and performs related duties as required.

Requires major responsibility for: the development, coordination and execution of methods and procedures relative to the operations of city shops; making regular important contacts with other departmental officials, representatives of outside business firms and organizations and the general public, in connection with shop operations; directing the preparing and maintenance of important and detailed shop operating shop reports and records.

EXAMPLES OF DUTIES:

1. Directs the mechanical repair, maintenance and overhaul of a wide variety of city automotive equipment and machinery and related accessories; directs the mechanical repair and maintenance of components of pumping stations, sewage treatment plants, water supply installations and similar plant facilities; inspects the physical condition of a variety of automotive equipment and mechanical plant machinery and makes recommendations relative to the repair or replacement of such equipment.

2. Prepares budget requests for the replacement of out-moded or defective equipment and for the acquisition of new equipment as necessary; assists in preparing annual cost estimates for the maintenance of automotive plant machinery and equipment; assists the various departments served in the preparation of specifications for replacement of mechanical machinery and equipment.

3. Reviews and controls the purchase of shop equipment, repair parts and related materials and supplies.

4. Makes cost estimates and obtains bids for services not furnished by the city shops; prepares cost estimates for conversion, construction, revision or modification of existing equipment.

5. Directs all office operations, record keeping and related activities necessary to shop operations.

6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least ten years of progressively responsible experience in the operation of a large mechanical maintenance and repair shop, including five years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

CLASS TITLE: CITY SHOPS GENERAL SUPERINTENDENT
(continued)

CODE: 7150

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the equipment, tools and facilities necessary to the repair, maintenance and overhaul of a wide variety of automotive and mechanical machinery and equipment; the maintenance characteristics and requirements of automotive and plant machinery and equipment.

Requires considerable ability to: plan, assign, coordinate and direct the work of a variety of craft personnel; make accurate cost and budget estimates relative to mechanical repairs, overhaul and purchase of equipment and supplies; deal effectively and tactfully with the officers and employees of various city departments, outside organizations and the general public. Requires considerable supervisory and administrative ability.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Mechanical Shop and Equipment Assistant Superintendent
Automotive Machinist General Foreman

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SUPERINTENDENT OF MAINTENANCE,
MUNICIPAL RAILWAY

CODE: 7152

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, manages and directs the maintenance, service and repair of all municipal transit equipment, non-revenue trucks and cars of the municipal railway; reviews and analyzes operational reports and makes recommendations thereon; assists in the preparation of specifications for new equipment, parts and tools, represents the Municipal Railway at various meetings and conferences; and performs related duties as required.

DISTINGUISHING FEATURES:

The Superintendent of Maintenance, Municipal Railway; reports to the Deputy General Manager, Engineering and Maintenance, Municipal Railway. The incumbent assigned to this position is responsible for directing a large staff of supervisory personnel, skilled and unskilled employees engaged in the inspection, service, maintenance, repair and design of all municipal transit equipment, non-revenue trucks and cars of the municipal transit system.

EXAMPLES OF DUTIES:

1. Manages and directs through subordinate supervisory personnel, skilled and unskilled employees engaged in the inspection, service, maintenance and repair of street cars, cable cars, trolley coaches, buses, trucks and automobiles at various divisional locations.
2. Manages and directs all functions, both shop and field, related to manufacturing parts and appertenances for items of equipment and facilities of the transit system.
3. Reviews and analyzes reports of fuel and oil consumption, tire costs, and equipment road failures, shop work progress, and maintenance costs; reviews reports on personnel, equipment, operating costs, performance of rolling stock, for subsequent transmittal to upper management.
4. Confers with subordinates to analyze and appraise shop organization, new work methods, employee training, cost reduction and establishment of methods and work standards; informs subordinates as to design modifications on equipment, and alterations to repair procedures and coordinates such programs; develops, edits and publishes miscellaneous instructions for foremen and craftsmen concerning work procedures or functions.
5. Confers with upper management and division heads on budgetary or fiscal policy matters; confers with engineering on design problems, construction, physical requirements and operations and collaborates in the preparation of specification for new equipment.
6. Reviews all requisitions for the purchase of transit equipment, parts, materials and supplies, and examines competitive bids and products submitted by vendors; makes recommendations relative to materials and supplies quality and conformity with specifications; conducts special tests on transit equipment.
7. Attends safety and staff meetings; represents the municipal transit system at meetings, technical conferences or discussions on equipment maintenance improvements and policy; participates in management problems concerning service, public relations, safety, cost reduction, maximum utilization of facilities and manpower, and process planning.

EXAMPLES OF DUTIES: (continued)

8. Assists in the development and advancement of subordinates through training and effective use of an employee development program.

9. Manages and directs a safety program for the equipment maintenance organization.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least nine years of progressively responsible experience in the maintenance, repair, overhaul and servicing of mechanical and electrical transit equipment, including five years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: characteristics, uses, operating and repair requirements of a wide variety of mechanical and electrical transit equipment; the principles, methods and procedures of operating a large fleet of transit equipment; transit equipment preventative maintenance practices and methods.

Requires unusual ability to: plan, assign, coordinate and direct the work of subordinate personnel; estimate and understand maintenance costs and operational costs of transit equipment and its economical use; prepare and direct the preparation of shop and equipment operational records, and the maintenance of related reports; deal effectively, tactfully and courteously with subordinates, other division heads and representatives of outside agencies and organizations.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: To be determined

From: 7212 Automotive Transit Equipment Supervisor
7126 Mechanical Shop and Equipment Superintendent
7214 Electrical Transit Equipment Supervisor

AMENDED: 3-15-78

AMENDED: 7-6-78

(RETITLED, RENUMBERED
AND AMENDED)

CLASS TITLE: VOTING MACHINE ASSISTANT SUPERVISOR

CODE: 7201

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in supervising the distribution, servicing and repair of voting machines for elections and the return and storing of machines after elections; assists in supervising the recanvassing of votes cast; assists in locating new polling places; assumes duties of supervisor in his absence; and performs related duties as required.

Requires responsibility for: Carrying out and explaining existing methods and procedures relating to the servicing and repair of voting machines; making regular contacts with the general public in instructing on the operation of voting machines and in the location of polling places. Nature of work requires frequent physical effort involving heavy lifting.

EXAMPLES OF DUTIES:

1. Assists in supervising the inspection and repair of voting machines; makes difficult and complex adjustments.
2. Supervises the stripping and labeling of voting machines; inspects and re-sets candidate counters; removes and replaces broken parts; orders parts and supplies.
3. Supervises maintenance and repair of voting machine cases and related equipment.
4. Supervises temporary personnel and the preparation of voting machines during election time; takes crews to the schools and sets up, tests and adjusts voting machines and makes repairs when necessary; supervises the lifting of voting machines on and off drayage trucks.
5. Assists in supervising the recanvassing of all votes cast on all voting machines.
6. Responds to public complaints regarding unsuitable polling places; locates new polling places when necessary.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least two years of experience in the maintenance, repair and adjustment of voting machines; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: Mechanical operations and materials used in the servicing of voting machines.

Requires ability to: Supervise, inspect and review the work of others; deal tactfully with the general public.

Requires considerable skill in the use of hand and shop tools and equipment.

PROMOTIVE LINES:

To : 7206 Voting Machine Supervisor

From: 7464 Voting Machine Serviceman

AMENDED: 9/8/70

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT SUPERINTENDENT, STRUCTURAL MAINTENANCE CODE: 7202

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, is responsible for supervising all park and recreation building maintenance and repair activities; supervises park patrol and security activities; and performs related duties as required.

Requires responsibility for: interpreting, enforcing and coordinating established methods and procedures relative to building maintenance and repair operations and the policing and security activities of the department; making regular responsible contacts with other departmental personnel, outside organizations and the general public in connection with maintenance and security activities; preparing, checking and reviewing detailed operational reports and records.

EXAMPLES OF DUTIES:

1. Plans, assigns and directs the activities of a large group of building craftsmen and others engaged in the maintenance, repair and alteration of park and recreation buildings and structures; inspects buildings and structures to determine the need for repair and maintenance work; directs the preparation of or prepares cost estimates and recommendations for maintenance or repair projects.

2. Prepares specifications for and supervises the purchasing of building materials, supplies and equipment.

3. Plans and assigns the activities of security personnel and assures that facilities and installations are properly patrolled and protected.

4. Directs the preparation and maintenance of operational records and reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of progressively responsible experience in building maintenance, repair and construction activities; including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of: all phases of building maintenance, repair and construction work; the various building trades and the techniques and methods involved in such trades; the tools, materials and equipment necessary to building maintenance and repair projects.

Requires considerable ability to: plan, assign and direct the activities of a variety of building craft personnel; make accurate materials and labor cost estimates for maintenance and repair projects; inspect and determine the needs for repairs to buildings and structures.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Supervisor, Structural Maintenance

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: BUILDINGS AND GROUNDS MAINTENANCE SUPERVISOR

CODE: 7203

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and is responsible for all buildings and grounds maintenance and repair activities for an assigned location, and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class functions under the direction of a Buildings and Grounds Maintenance Superintendent. The incumbent has full responsibility for the operation and maintenance of a small Wastewater Treatment Plant and a Domestic Water Treatment Plant. In addition, the incumbent is also responsible for operating and maintaining heating and ventilating systems, refrigeration systems, fire alarm and fire pumping systems, laundry, kitchen and swimming pool equipment as well as general upkeep of two self-sustaining residential components for almost 200 people.

The Buildings and Grounds Maintenance Supervisor is distinguished from the next higher level class Buildings and Grounds Maintenance Superintendent in that the latter class has broad responsibility for directing, organizing, developing and coordinating a maintenance and repair program for a larger facility.

EXAMPLES OF DUTIES:

1. Assigns duties and work to various craft and laboring personnel engaged in the maintenance and repair of buildings and grounds; checks on the quality and progress of work assigned; approves all work performed at the facilities by craft workers assigned from the Department of Public Works or by private contractors.
2. Receives and processes complaints or requests concerning the maintenance and repair of all buildings.
3. Operates and maintains the Wastewater Treatment Plant including air compressors, pumps, gear reduction drive, chlorinating equipment and accessories.
4. Supervises the operation of automatic and manually controlled purification and water treatment equipment, including pumps, motors, chemical feeders and filters to control the quality and regulate the flow of water through a treatment plant; conducts water analysis under general supervision to maintain water quality and proper chemical dosage in filtration plant.
5. Operates and maintains heating and ventilating systems, refrigeration systems, emergency generator, fire alarm and fire pumping systems, laundry, kitchen and swimming pool equipment; makes periodic inspections and tests of machinery and equipment to assure proper operation and determine the necessity for repair or maintenance; cleans, maintains and lubricates plant machinery and equipment, as required; checks and repairs automatic temperature and humidity controls and replaces parts, as necessary; repairs and replaces switches and relays on control panels.
6. Oversees road maintenance, drainage ditches and culverts, propane gas systems and internal electric power lines.
7. Orders supplies and maintains inventories of repair parts, tools, chemicals

(EXAMPLES OF DUTIES) continued

CODE: 7203

7. and fuel; keeps payroll, work records, reports and conducts inspections.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of responsible experience in building maintenance and repair work and in the maintenance and operation of associated mechanical and electrical equipment and machinery, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: building maintenance and repair methods and techniques; building materials and their properties and application to various repair projects; the operation and repair of various types of steam power plant and auxiliary equipment and plumbing, electrical, ventilation and refrigeration equipment applicable building codes, laws and regulations.

Requires ability to: plan, organize and direct the activities of subordinates engaged in building and plant maintenance, repair and operations; coordinate maintenance, repair, and installation activities with normal functions of the facility; keep operational and other records.

LICENSES:

Appointment to a position in class 7203 Building and Grounds Maintenance Supervisor at Log Cabin Ranch requires:

1. A driver's license issued by the State of California, Department of Motor Vehicles.

2. Possession of a Grade II Operator's Certificate issued by State Water Resources Control Board.

3. Possession of a Grade II Operator's Certificate issued by the State of California Department of Health.

PROMOTIVE LINES:

To: 7120 Buildings and Grounds Maintenance Superintendent

From: 7334 - Stationary Engineer
7335 - Senior Stationary Engineer
7372 - Stationary Engineer, Sewage Plant
7373 - Sr. Stationary Engineer, Sewage Plant

AMENDED: May 24, 1976

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHIEF WATER SERVICE INSPECTOR

CODE: 7204

CHARACTERISTICS OF THE CLASS:

Under general direction, directs and supervises the activities of subordinate personnel engaged in conducting inspections of all types of consumer water services, meters, connections and fixtures, including the field testing and repair of meters and determining illegal uses of water; supervises and investigates complaints of inadequate water supply, objectionable water quality, pressure, noise, damage to meters and other faults; and performs related duties as required.

Requires major responsibility for: Developing, coordinating and executing existing policies, methods and procedures in connection with the entire water meter reading program of the department; making occasional contacts with officials and representatives of large consumers in connection with explaining rules, regulations and procedures and to effect correction of faulty conditions; the compilation, review and approval of important operational, investigational and testing records and reports resulting from field investigations.

EXAMPLES OF DUTIES:

1. Supervises subordinate personnel in the proper execution of assignments and constantly checks field operations to insure high quality of work performance.
2. Supervises in-service training of all new employees; personally participates in special inspections of unusual plumbing and water service problems referred by subordinates.
3. Assigns and reviews daily work program of meter readers assigned to various districts; supervises assigning of new accounts and re-routing of meter readers.
4. Directs changes of established operational procedures and makes recommendations to superiors for improvements in procedures.
5. Approves or reviews probationary appointments of new personnel; handles disciplinary complaints regarding individual employees.
6. Confers with division managers and department heads regarding suggestions for improving operations and promoting better consumer and general public relationships.
7. Personally investigates important consumer complaints in order to assist in the final solution of difficult problems; makes certain that all complaints and orders are handled in an efficient and expeditious manner; personally handles particular problems referred by management requiring special tact and diplomacy.
8. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least nine years of experience in various phases of water service field operations, including meter reading, inspection, investigation, consumer service repairs and other similar activities, including five years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: The water distribution system and consumer services; water meters and domestic and commercial plumbing systems and fixtures.

Requires considerable ability to: Make detailed and accurate field investigations and determinations; detect faults and remedy conditions found or initiate and recommend necessary alterations and repairs; deal amiably and favorably with consumers, property owners, tenants, property managers and others, frequently under strained and unfriendly conditions; organize and direct a number of supervisory and service employees in a number of geographical districts throughout the city in performing con-

CLASS TITLE: CHIEF WATER SERVICE INSPECTOR

CODE: 7204

MINIMUM QUALIFICATIONS: (contd)

sumer water investigations, tests and services.

PROMOTIVE LINES:

To : No normal line of promotion

From: 7317 Senior Water Service Inspector

Retitled: 7/1/77

CLASS TITLE: CHIEF STATIONARY ENGINEER

CODE: 7205

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for the operation and maintenance of pumping, heating and ventilating plant machinery and equipment in a large complex installation; directs the operation of a large and complex water filtration plant; plans, assigns and directs the activities of subordinate personnel engaged in plant maintenance and operation activities; and performs related duties as required.

Requires responsibility for: The development, interpretation, coordination and enforcement of methods and procedures relative to the operation and maintenance of large physical plant installations; making regular contacts with other departmental personnel, outside organizations and the general public in connection with plant maintenance and operation activities; preparing, checking and reviewing important and detailed operational records and reports. Supervision includes local administrative control and work assignments of craft personnel on extended or temporary assignments. Craft general foremen will supervise their respective workmen in those matters pertaining to craft or trade techniques or methods.

EXAMPLES OF DUTIES:

1. Develops, directs and reviews preventative maintenance programs for all plant mechanical, electrical and auxiliary machinery and equipment; supervises the operation, maintenance and repair of large high pressure pumping systems, steam plants and similar in-pool appurtenances, such as chlorinating, filtering, purification and heating equipment.
2. Directs the operation of a large and complex water filtration plant; instructs and supervises subordinate personnel in the operation of water treatment equipment, including pumps, motors, chemical feeders and filters to control the quality of water distributed for domestic use; supervises experimentation in the development of chemical processes for use in water filtration; supervises and reviews personnel performing water analysis to maintain water quality and proper chemical dosage in a filtration plant.
3. Prepares work schedules and assigns duties to subordinate personnel; inspects and reviews maintenance and operation activities to assure conformance with instructions and existing standards.
4. Requisitions supplies, materials and parts necessary to maintenance and operation activities and assures that sufficient supplies are readily available; prepares specifications and estimates for equipment, supplies and the installation and repair of machinery and equipment.
5. May exercise work direction of various skilled craftsmen assigned to certain maintenance and repair activities in and about plants; prepares and supervises the preparation of plant operating reports and records.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible experience in the maintenance, repair and operation of a wide variety of mechanical and electrical pumping, heating, ventilating and related plant machinery and equipment, including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: The operation and maintenance requirements of a wide variety of pumping, heating, ventilating and related plant machinery and equipment and the tools, equipment, methods and tech-

CLASS TITLE: CHIEF STATIONARY ENGINEER

CODE: 7205

MINIMUM QUALIFICATIONS: (contd)

niques necessary to their proper care and operation; applicable safety codes and regulations.

Requires considerable ability to: Plan, assign and direct the operation and maintenance activities of subordinate personnel; review, analyze and make recommendations relative to the betterment of plant operating and maintenance methods and procedures; deal tactfully and effectively with subordinate personnel, the general public and outside organizations; prepare and review plant operating records and prepare related reports.

License: Appointment to positions in a water treatment facility requires:

1. A drivers's license issued by the State of California Department of Motor Vehicles.

2. Possession of the appropriate grade level certificate issued by the California State Department of Public Health as follows:

<u>7205 CHIEF STATIONARY ENGINEER</u>	<u>Fully Qualified Operator</u>	<u>Operator-in-Training</u>
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Location

San Andreas Water Filtration Plant	V	IV
Sunol Valley Water Filtration Plant	V	IV

PROMOTIVE LINES:

To : 7120 Buildings and Grounds Maintenance Superintendent
7209 School Heating and Ventilating Supervisor

From: 7335 Senior Stationary Engineer

Amended: 10/21/68; 3/3/75

(RETITLED AND
AMENDED)

CLASS TITLE: VOTING MACHINE SUPERVISOR

CODE: 7206

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the distribution, servicing and repair of voting machines for elections and the recanvassing of votes cast; makes difficult and complex repairs and adjustments to voting machines; personally contacts property owners to locate new polling places; responds to public complaints when necessary; and performs related duties as required.

Requires responsibility for: Carrying out, explaining, coordinating and interpreting existing methods and procedures relating to the operation, servicing and repair of voting machines; making frequent contacts with the general public to locate appropriate polling places and to instruct in the operation of voting machines; nature of work requires physical effort involving heavy lifting.

EXAMPLES OF DUTIES:

1. Supervises, assigns and reviews the work of a unit of Voting Machine Servicemen in the inspection, repair, adjustment, painting and general maintenance of voting machines; personally makes difficult and complex repairs; orders voting machine parts and related election supplies.

2. Investigates complaints and suggestions from the voting public and from elections officers regarding unsuitability of polling places and contacts property owners to locate new polling places.

3. Prepares ballots for school student body, civil service, labor organizations and other elections; adapts ballots to specific style voting machines; charts routes for most effective delivery of machines and dispatches to proper locations; has responsibility for the security of voting machine keys during and after elections.

4. Assists the Registrar of Voters in the official recanvass of votes cast in each election; recommends consolidation of precincts to Registrar when warranted by circumstances.

5. Screens and trains temporary personnel hired during election periods.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least four years of progressively responsible experience in the maintenance, repair and adjustment of voting machines, including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Mechanical operations and materials used in the servicing of voting machines.

Requires ability to: Supervise, inspect and review the work of others; analyze faults and make necessary repairs to voting machines; deal tactfully and effectively with subordinates and the general public.

Requires considerable skill in the use of hand and shop tools and equipment.

PROMOTIVE LINES:

To : No normal line of promotion

From: 7201 Voting Machine Assistant Supervisor

AMENDED: 9/8/70

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DOCKS AND SHIPPING
WATER SERVICE SUPERVISOR

CODE: 7207

CHARACTERISTICS OF THE CLASS:

Under general direction, exercises responsibility for the supervision and operation of the docks and shipping section of the water department commercial division engaged in furnishing water services to ships and other waterfront consumers in the harbor area; and performs related duties as required.

Requires responsibility for: carrying out, interpreting, coordinating and enforcing established rules, regulations, methods and procedures; making contacts with prospective consumers and applicants for water services on ships and other waterfront locations in the harbor area in furnishing or obtaining information and explaining department rules, regulations and procedures; preparing and maintaining detailed operational reports and records pertaining to individual water consumers.

EXAMPLES OF DUTIES:

1. Supervises the installation of water services to ships moored at the waterfront and other water consumers in the harbor area.
2. Maintains contact with various shipping, industrial and commercial interests in the area in order to ascertain and furnish water supply services, as necessary.
3. Computes, prepares and mails water bills for all ships; makes collections and transmits receipts to main office.
4. Periodically reviews all bills; notifies companies when bills become past due; interprets departmental rules, regulations and policies regarding billing, payments and other matters.
5. Makes changes in procedures and methods in order to improve operations; recommends to superiors changes or betterments which may benefit department policies.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, including or supplemented by commercial and business courses, and at least two years of experience in various phases of water service field operations such as meter reading, inspection, investigation, consumer service repairs and other similar activities; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: water distribution system and consumer services in the assigned district; water meters and domestic and commercial plumbing fixtures.

Requires ability to make detailed and accurate field investigations and determinations in connection with furnishing water services to ships, docks and other waterfront consumers; deal amiably and favorably with shipping interests and other prospective waterfront consumers; direct a number of subordinate employees; prepare and maintain appropriate clerical and consumer records.

PROMOTIVE LINES:

To: Commercial Division Assistant Manager

From: District Water Serviceman

SAN FRANCISCO CIVIL SERVICE COMMISSION

(RETILED & AMENDED)

CLASS TITLE: HEAVY EQUIPMENT OPERATIONS SUPERVISOR

CODE: 7208

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for planning, assigning, dispatching and supervising the activities of heavy equipment operators, truck drivers and work crews assigned to the Roads Maintenance Division in the repair, maintenance and clean-up of Recreation and Park Department properties; and performs related duties as required.

Requires responsibility for: Interpreting, enforcing and carrying out policies and procedures relative to the operation of construction equipment and construction, maintenance and repair projects; making regular contacts with other departmental personnel, contractors and others in connection with construction, maintenance and equipment operation matters; advising on earth-moving and similar construction projects using assigned heavy equipment and supervising same; preparing and reviewing operating records and reports.

EXAMPLES OF DUTIES:

1. Plans, assigns and lays out the work of heavy equipment operators and crews and may personally supervise earth-moving in road, path and other grounds maintenance operations; inspects roadways and paths and initiates repairs as needed; makes estimates of aggregates and other materials and supplies necessary to road maintenance activities; makes recommendations for annual budget requirements.
2. Acts in an advisory capacity with respect to earth-moving or construction projects under the jurisdiction of other divisions of the Recreation and Park Department; inspects the proposed work and makes recommendations on the use of heavy equipment; may, in addition to the above, supervise and lay out such projects.
3. Supervises, assigns and lays out the work of litter pick-up crews; acts as dispatcher for drivers and vehicles; exercises responsibility for contract scavenger service for litter pick-up at remote locations.
4. Maintains liaison with contractors wishing to dump clean fill in Park Department land; plans for such disposal to be made at the most convenient locations and insures the most advantageous utilization of such fill material.
5. Maintains records of the above activities including projected work schedules, equipment maintenance and repair, materials and supplies consumed; recommends on the purchase of heavy construction equipment as well as rolling stock for the use of the Recreation and Park Department; confers with representatives of other units of the Department with respect to earth-moving, construction or other activities pertinent to the Roads Maintenance Division.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least four years of responsible experience in the operation of a variety of heavy road construction equipment, including some supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: The operation, maintenance and use of all types of commonly used road construction and earth-moving equipment; the operations and installations of the Recreation and Park Department.

CLASS TITLE: HEAVY EQUIPMENT OPERATIONS SUPERVISOR
(Continued)

CODE: 7208

MINIMUM QUALIFICATIONS: (contd)

Requires ability to: Plan, coordinate and supervise the work of road and grounds maintenance crews operating in scattered locations; maintain effective relationships with private contracting firms.

Requires considerable skill: In the estimation of time, labor and equipment needed in excavation and similar projects; in the operation of all types of road and grounds maintenance equipment; in the preparation of effective reports and the maintenance of records of operations.

PROMOTIVE LINES:

To : 7282 Street Repair General Foreman

From : 01 Chauffeur
7108 Heavy Equipment Operations Assistant Supervisor
7328 Operating Engineer, Universal
7354 Truck Driver, Heavy

Amended: 1/28/65; 6/2/71

CLASS TITLE: SCHOOL HEATING AND VENTILATING SUPERVISOR

CODE: 7209

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises and coordinates the operations, repair and maintenance of heating, ventilating and related machinery and equipment of the school district; and performs related duties as required.

Requires responsibility for: developing, interpreting, coordinating and enforcing policies and methods relative to the training of personnel and the operation and maintenance of school heating and ventilating plants; making regular contacts with school officials, other departmental personnel and manufacturers' representatives in connection with matters relating to heating and ventilating activities; supervising the preparation and maintenance of detailed operational personnel and related plant records and reports.

EXAMPLES OF DUTIES:

1. Plans, directs and coordinates the assignment and training of operating personnel and school janitors in the operation, maintenance and repair of heating and ventilating plants and their auxiliary machinery and equipment.

2. Receives, reviews and takes appropriate action on complaints involving malfunctions or improper operation of heating and ventilating plants.

3. Requisitions all maintenance, materials, supplies, equipment and spare parts; prepares specifications and estimates for material needs and for the modernization of obsolete machinery and equipment.

4. Prepares and supervises the preparation of detailed plant operating records and reports.

5. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least ten years of progressively responsible experience in the maintenance, repair and operation of a variety of heating and ventilating plant machinery and equipment, including five years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the operation and maintenance requirements of a variety of heating, ventilating and related plant machinery and equipment and the tools, equipment, methods and techniques necessary to their proper care and operation.

Requires considerable ability to: plan, direct and coordinate the operation and maintenance activities of subordinate operating personnel; make accurate materials, supply and alteration cost estimates; review, analyze and make recommendations relative to the betterment of plant facilities and operating and maintenance methods and procedures; deal tactfully and effectively with school officials, subordinate personnel, the general public and outside organizations;

CLASS TITLE: SCHOOL HEATING AND VENTILATING SUPERVISOR CODE: 7209
(continued)

prepare and review plant operating records and prepare related reports.

PROMOTIVE LINES:

To: Buildings Maintenance Superintendent

From: Chief Operating Engineer

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

MAY 29 2001

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JOB CODE: 7210
Business Unit: COMMN

JOB CODE TITLE: MOBILE EQUIPMENT SUPERVISOR

Definition:

Under general direction, plans, coordinates, implements and monitors the use, maintenance and accountability of heavy construction equipment, commercially regulated vehicles, and all fleet vehicles that are used in the repair, maintenance and cleanup of City property.

Distinguishing Features:

This position is distinguished from the 7110 Mobile Equipment Assistant Supervisor in that the latter position is an assistant supervisor, and does not have as much authority. It is distinguished from the various departmental managerial classes in that it is a second level supervisory position and has less authority.

Supervision Exercised:

Incumbents in this classification supervise 7110 Mobile Equipment Assistant Supervisors and others assigned to the physical operation of a project.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Assigns, dispatches, monitors, trains, and evaluates the work of Mobile Equipment Assistant Supervisors and others engaged in the repair, maintenance and cleanup of City streets, roads, runways, excavations, construction or maintenance projects;
2. Administers State, Federal and local vehicle fleet management regulations such as the California Highway Patrol Commercial Vehicle Inspection Program, the Department of Motor Vehicles Terminal Driver Pull Notice Program and Commercial Driver Testing Program, the Department of Transportation Drug and Alcohol Testing Program, and City ordinances related to overweight permits and restricted streets; may administer PUC or FAA regulations;
3. Inspects proposed maintenance, repair, and construction projects to assess and make recommendations regarding staffing, material and equipment needs;
4. Schedules and coordinates work with other City departments and private agencies so that work area is secured according to Federal, State and local regulations;
5. Plans, budgets, recommends and prepares specifications for, and modifications to, motorized vehicles and equipment that will be purchased or rented;
6. Confers with repair shop supervisors, mechanics, vendors, contractors, and other departmental personnel regarding vehicle and equipment assignment, performance, and repair schedules;
7. Assembles and organizes data related to equipment usage, mileage, fuel consumption, and repair frequency;

JOB CODE TITLE: MOBILE EQUIPMENT SUPERVISOR

JOB CODE: 7210

Business Unit: COMMN

8. Establishes safety procedures and conducts safety meetings per Federal, State and local regulations;
9. Orders materials and supplies for the basic needs of the department;
10. Uses a personal computer to keep an inventory database and employee time records;
11. Operates a motor vehicle such as a car, truck, or heavy equipment;
12. Acts as the Assistant Bureau Superintendent, Operations Manager or Maintenance Supervisor whenever that person is not available;
13. Performs related duties as required.

Job-related and Essential Qualifications:

Knowledge of: Federal, State and local construction and maintenance equipment regulations and operations; maintenance equipment specifications, regulations, and operations; appropriate assignment of truck drivers and heavy equipment operators; suitability of vehicles assigned; maintenance and servicing requirements; occupational safety hazards; and procedures for accident prevention.

Ability to: plan, assign, organize, direct and evaluate work; provide training in job duties and safety procedures; motivate and counsel employees; keep records of time and work performed; promote effective working relationships; communicate effectively orally and in writing; use a personal computer and word processing and record keeping software; operate a truck and heavy equipment vehicle; and demonstrate the physical strength and agility necessary to perform site inspections.

Experience and Training Guidelines:

Three years of experience within the last 10 years in the operation of trucks and heavy equipment, which includes towing and the operation of heavy construction and maintenance equipment; and

Two years of experience (which may be concurrent) as a first level supervisor in vehicle fleet management; and

Possession of a valid class A driver license and current medical card.

Effective Date: 11/13/84

Amended Date: 5/11/01

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: CEMENT FINISHER SUPERVISOR II

JOB CODE: 7211

Definition: Under direction, the Cement Finisher Supervisor II supervises the activities of subordinate staff engaged in a variety of masonry finishing and maintenance projects. The essential functions of this job include: supervising staff; planning and coordinating the work of subordinate supervisors, cement masons and related personnel; inspecting completed work and work-in-progress; preparing cost estimates; keeping statistical data and preparing reports; maintaining schedules and time rosters; requesting and recommending the purchase of new equipment and materials; monitoring and checking the condition and maintenance of tools and equipment; providing training to staff; attending and conducting safety meetings; responding to inquiries and complaints; and coordinating work with other craft supervisors.

Distinguishing Features: The Cement Finisher supervisor II, is the senior supervisory level position in this series. The 7211 Cement Finisher supervisor II, is distinguished from the Cement Finisher supervisor I, in that the latter performs less complex and difficult duties and is supervised by the Cement Finisher supervisor II.

Supervision Exercised: Supervises the activities of Cement Finishers Supervisors I.

Example of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Supervises staff by directing and evaluating assigned activities.
2. Plans and coordinates the work of subordinate supervisors, cement masons, tile setters, plasters, bricklayers and related personnel involved in masonry finishing and maintenance projects.
3. Inspects completed work and work-in-progress to ensure compliance with American with Disability Act (ADA) and federal and state building and construction codes.
4. Prepares cost estimates necessary to complete contractual bids.
5. Keeps statistical data and prepares reports on materials, labor and time spend on projects using computer software programs.
6. Maintains schedules and time rosters.
7. Requests and recommends the purchase of new equipment and materials.
8. Monitors and checks the condition and maintenance of tools and equipment.
9. Provides training to staff on the proper use of equipment and materials involved in masonry finishing and maintenance work.
10. Attends and conducts safety meetings.
11. Responds to inquiries and complaints from the public and others.
12. Coordinates work with other craft supervisors.
13. Performs related duties and responsibilities as assigned.

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Job Related and Essential Qualification:

Knowledge of: methods, procedures, materials, tools, and regulations, used in cement finishing, tile setting, plastering, bricklaying and related work, including related ADA, federal and state building codes and safety procedures and methods involved in masonry finishing work.

Ability to: supervise the activities of subordinate personnel; communicate effectively both written and orally; use personal computers prepare reports and cost estimates; calculate material and labor costs estimates; and public relations ability.

Experience and Training Guidelines:

Two (2) years verifiable experience supervising Journey level Cement Masons. Experience must be equivalent to City Job Code 7227.

License/Certificate: Possession of a current valid driver license.

Adopted: 7/11/63

Amended: 7/1/77 (Retitled)

Amended: 11/15/99

Reason for Amendment: to accurately reflect the current task, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

CLASS TITLE: AUTOMOTIVE TRANSIT EQUIPMENT SUPERVISOR

CODE: 7212

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for directing the maintenance, repair, major overhaul and servicing activities in several large automotive transit equipment shops; plans, assigns and directs the activities of large groups of mechanical craftsmen and service personnel engaged in such work; and performs related duties as required.

Requires major overall responsibility for: coordinating, enforcing and assisting in developing existing maintenance and repair methods and operations; making regular important contacts with other departmental personnel and outside organizations in connection with automotive transit equipment maintenance and repair activities; preparing, checking and reviewing important shop and vehicle operating reports and records.

EXAMPLES OF DUTIES:

1. Directs, through subordinate foremen, the maintenance, repair, major overhaul and servicing of diesel and gasoline buses and non-revenue automotive equipment for the municipal transit system.

2. Supervises clerical and record keeping activities, including the preparation and maintenance of equipment records, cost details, operating statistics and accident records.

3. Reviews, approves and forwards requisitions for equipment, parts, materials and supplies; interviews manufacturers' representatives relative to the use of materials and supplies for maintenance and repair activities.

4. Participates in establishing inspection and repair procedures for automotive transit equipment and in the installation of shop standards and procedures relative to tolerance and wear limits of equipment components.

5. Reviews and analyzes various statistical operating records relative to possible method or procedural changes to assure more adequate maintenance and repair of automotive transit equipment.

6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least seven years of progressively responsible mechanical experience in the maintenance, repair, overhaul and servicing of automotive equipment, including three years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the characteristics, uses and operating and repair requirements of automotive transit equipment; the principles, methods and procedures of operating large automotive transit equipment shops; principles, methods, materials, tools and equipment used in machine shop work; automotive transit equipment preventative maintenance, practices and methods.

CLASS TITLE: AUTOMOTIVE TRANSIT EQUIPMENT SUPERVISOR
(continued)

CODE: 7212

Requires considerable ability to: prepare and maintain shop and equipment records; compute costs of operations relative to the maintenance and repair of automotive equipment; plan, assign, supervise and coordinate the work of subordinate personnel; deal tactfully and effectively with subordinate personnel and representatives of outside organizations.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: Transit Equipment Superintendent

From: Automotive Transit Shop Foreman
Automotive Mechanic Foreman
Automotive Machinist Foreman

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLUMBER SUPERVISOR I

CODE: 7213

CHARACTERISTICS OF THE CLASS:

Under direction, plans, assigns and supervises work of journeyman plumbers engaged in maintenance and repair work in water, sewer and other plumbing systems and performs related duties as required.

Requires responsibility for: explaining and enforcing existing plumbing methods and procedures; makes frequent public contact with departmental personnel; prepares operating reports and records on various phases of plumbing maintenance. Nature of work often involves some physical effort requiring walking and standing, frequent exposure to hazard and disagreeable elements.

EXAMPLES OF DUTIES:

1. Plans, assigns and supervises work of plumbers on maintenance and repair jobs at various locations.
2. Makes estimates regarding the amount of labor and materials needed for various jobs.
3. Controls and coordinates jobs under his direction.
4. Inspects work performed, keeps records of time and work performed and equipment and materials used.
5. Takes necessary steps to requisition materials and supplies needed on various projects. Picks up and delivers special materials when necessary.
6. Attends safety meetings, and performs safety inspections; makes necessary investigations and reports on accidents that occur in work projects under his supervision.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and five years of experience as a journeyman plumber in building trades.

Knowledge, Abilities and Skills: Requires superior knowledge of: methods, materials, machinery, tools and equipment of plumbing trade; codes and practices applicable to plumbing work; requires ability to get along with others; ability to communicate and listen and gain cooperation of journeymen under his direction.

PROMOTIVE LINES:

To : 7239 Plumber Supervisor II

From: 7347 Plumber

ADOPTED: July 6, 1967

Retitled: 7/1/77

CLASS TITLE: ELECTRICAL TRANSIT EQUIPMENT SUPERVISOR

CODE: 7214

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for coordinating and directing maintenance, repair and servicing activities in several large electrical transit equipment shops; plans, assigns and directs the activities of large groups of mechanical craftsmen and service personnel engaged in such work; and performs related duties as required.

Requires major overall responsibility for: coordinating, enforcing and assisting in developing existing maintenance and repair methods and operations; making important contacts with other departmental personnel and outside organizations in connection with electrical transit maintenance and repair activities; preparing, checking and reviewing important shop and vehicle operating records and reports.

EXAMPLES OF DUTIES:

1. Directs, through subordinate foremen, the maintenance, repair, overhaul and servicing of street cars, trolley coaches and cable cars; coordinates heavy repair and overhaul jobs with other transit equipment shops.

2. Supervises clerical and record-keeping activities, including the preparation and maintenance of equipment records, cost details, operating statistics and accident reports.

3. Reviews, approves and forwards requisitions for equipment, parts, materials and supplies; interviews manufacturers' representatives relative to various materials, supplies and parts used for maintenance and repair activities.

4. Participates in establishing inspection and repair procedures for electrical transit equipment and in the installation of shop standards and procedures relative to tolerance and wear limits of rotating parts and various equipment components.

5. Reviews and analyzes various statistical operating records relative to possible adoption of methods or procedural changes to assure more adequate maintenance and repair of electrical transit equipment.

6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least seven years of progressively responsible mechanical experience in the maintenance, repair, overhaul and servicing of electrical transit equipment, including three years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the characteristics, uses and operating and repair requirements of electrical transit equipment; the principles, methods and procedures of

CLASS TITLE: ELECTRICAL TRANSIT EQUIPMENT SUPERVISOR
(continued)

CODE: 7214

operating large electrical transit equipment shops; electrical transit equipment preventive maintenance practices and methods; considerable knowledge of electrical theory, testing and inspection.

Requires considerable ability to: prepare and maintain shop and equipment records; compute cost of shop operations relative to the maintenance and repair of electrical transit equipment; plan, assign, supervise and coordinate the work of subordinate personnel; deal tactfully and effectively with employees and representatives of outside organizations.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: Transit Equipment Superintendent

From: Electrical Transit Shop Foreman
Electrical Transit Mechanic Foreman

(ABOLISHES: 7516 GENERAL LABORER SUB-FOREMAN)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GENERAL LABORER SUPERVISOR I

CODE: 7215

CHARACTERISTICS OF THE CLASS:

Under direction, plans, assigns and supervises the work of laboring crews engaged in various types of construction and maintenance work; may participate in actual work supervised; and performs related duties as required.

Requires responsibility for: explaining, carrying out and enforcing existing work methods and procedures; efficient and safe utilization of tools, safety devices and motorized equipment; maintaining simple records of operations. Nature of work may require physical effort in performing assigned tasks; exposure to physical and working conditions where minor injuries may be encountered; intermittent exposure to a variety of disagreeable working conditions.

EXAMPLES OF DUTIES:

1. Makes daily assignments of laborers and vehicle operators; lays out work; may operate motor vehicles in the transportation of men and materials to job sites.
2. Supervises and participates in excavations for water and sewer lines, electrical conduits, concrete forms.
3. Supervises and participates in the wrecking of building and the salvage of materials in cleaning roofs and gutters and in the excavation and backfilling of trenches, ditches and similar excavations.
4. Supervises and participates in the loading of debris, materials and equipment on trucks, and in the erection and dismantling of temporary bleachers, stands, stages and day camps.
5. Supervises and participates in the boxing, transportation and planting of large trees and the moving of small buildings or other structures; the construction of a variety of dry rock walls, including the necessary rigging.
6. Assures that all tools and equipment necessary to specific jobs are available to work crews; may use hand level to determine grades or elevations.
7. Prepares simple records of time worked on various projects.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of grammar school supplemented by at least three years of experience in general laboring work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: methods and techniques commonly used in a wide variety of various construction and maintenance operations; the uses and operating characteristics of a variety of automotive equipment; the use of tools of the trade.

Requires ability to: assign, lay out and supervise the work of construction and maintenance crews; understand, follow, and explain to subordinates detailed instructions, either oral or written; lay out work from blueprints; run hand level grades or elevations.

PROMOTIVE LINES: To: No normal lines of promotion
From: 7514 General Laborer

AMENDED: December 28, 1967

Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ELECTRICAL TRANSIT SHOP SUPERVISOR I

CODE: 7216

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the overall operation of a large electrical transit equipment maintenance and repair shop; directs, through subordinate supervisory personnel, skilled mechanical craftsmen and servicemen engaged in maintenance, repair and servicing activities on several shifts; provides administrative control over employees engaged in maintenance and repair of division buildings and equipment; testifies in court and in hearings regarding vehicle mechanical conditions and employee accidents; and performs related duties as required.

Requires major responsibility for: Interpreting, coordinating, enforcing and assisting in developing methods and procedures relative to the maintenance and repair of electrical transit vehicles; making regular contacts with other departmental personnel and representatives of outside organizations in connection with maintenance and repair activities; preparing, checking and reviewing shop operating records and reports.

EXAMPLES OF DUTIES:

1. Plans, lays out, supervises and inspects the work of subordinate foremen, mechanics and servicemen engaged in the maintenance and repair of streetcars, trolley coaches and cable cars; dispatches repair crews to field to respond to emergencies involving railway equipment; interprets departmental rules, regulations and policies for subordinate employees; when necessary, exercises disciplinary action for infractions of safety and other rules.

2. Establishes job priorities and prepares work schedules for the necessary shift operations in the repair shop; on a rotating basis and on weekends serves as the Electrical Transit Equipment Supervisor.

3. Requisitions materials, parts and equipment for the various shift operations to assure that adequate inventories of such are readily available.

4. Inspects materials, supplies and parts received to assure conformance with items requisitioned.

5. Inspects shop work in progress and on completion to assure conformance with instructions and standard maintenance and repair procedures.

6. Prepares and supervises the preparation of cost estimates, material and time records and reports.

7. Inspects shop equipment, machinery and tools to assure that shops are maintained in a clean and orderly condition; supervises personnel employed in the cleaning and day-to-day maintenance of all rolling stock, as well as shops, yards, offices, buildings and adjacent areas.

8. Provides administrative control over craftsmen engaged in the maintenance and repair of streetcars, trolley coaches, cable cars, shop structures, building areas, appurtenances, parking areas and adjacent yard areas; may prepare budget estimates for maintenance and repair of buildings and equipment; reviews alteration and repair work performed by outside contractors and consults with building inspectors regarding same.

9. Testifies as an expert witness on the mechanical condition of equipment in litigation involving municipal transit vehicles; assists the City Attorney's office by supplying data and records in the preparation of legal actions; gives depositions when required; testifies before the State Industrial Accident Commission regarding injuries sustained by subordinate employees.

10. When assigned to the Washington-Mason cable car barn, supervises the planning and maintenance of the transportation museum; directs the restoration and

CLASS TITLE: ELECTRICAL TRANSIT SHOP SUPERVISOR I

CODE: 7216

EXAMPLES OF DUTIES: (contd)

building of cable railway cars and related equipment; prepares estimates of repair costs to cable cars; secures material for special cable car equipment; plans the public exhibition of transportation memorabilia and historical information displays.

11. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and eight years of progressively responsible experience as a journeyman electrical transit mechanic; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive working knowledge of: Methods, materials, machinery, tools and equipment used in the maintenance, repair and adjustment of electrical transit vehicles; the operating requirements and preventive maintenance practices and methods related thereto; considerable knowledge of electrical theory, testing and inspection.

Requires considerable ability to: Plan, assign, coordinate, supervise and inspect the activities of subordinate supervisory craftsmen and servicing personnel; make time and material cost estimates and maintain shop operating reports and records.

Requires considerable skill in the application of electrical transit equipment maintenance and repair techniques to complex shop problems.

PROMOTIVE LINES:

To : 7214 Electrical Transit Equipment Supervisor

From: 7380 Electrical Transit Mechanic Assistant Supervisor

AMENDED: 5/25/70

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

JUN 1 1987
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CLASS TITLE: ASBESTOS ABATEMENT WORKER II

CODE: 7218

CHARACTERISTICS OF THE CLASS:

Under general supervision, is responsible for supervising and performing a variety of manual labor, maintenance and instrument operation tasks associated with asbestos abatement; inspects, encapsulates, contains and removes asbestos; and performs related duties as required.

DISTINGUISHING FEATURES:

An incumbent in this class serves as a working supervisor with a team of Asbestos Abatement Workers I, performing asbestos inspection and abatement duties in public buildings. Class 7218 is responsible for the more complex abatement tasks, including small scale removal of asbestos and the reapplication of insulating materials.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. In a working supervisory capacity with a group of 7515 Asbestos Abatement Workers I, conducts asbestos inspections and samplings.
2. Uses materials such as tape, vinyl covering, caulking and/or paint, to provide temporary asbestos containment.
3. Insures that precautions are utilized and procedures followed to prevent asbestos from becoming airborne; operates or oversees the operation of a variety of equipment related to asbestos abatement such as breather units, monitoring devices and vacuums.
4. May remove small areas of asbestos with adherence to safety guidelines including disposal procedures.
5. Following asbestos removal, may apply new environmental safe materials on pipings, fittings, valves, ducts and any other hot or cold surfaces for the purpose of thermal control.
6. Completes and maintains records as required to document asbestos abatement activities.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Persons appointed to positions in this classification must have completed a course of training in the practices and procedures of asbestos abatement.

Knowledge, Abilities and Skills: Requires knowledge of the methods and techniques, tools, equipment and supplies used in asbestos abatement.

Requires ability to: assign, layout and supervise the work of subordinates; work under adverse conditions; complete and maintain operational records.

License: A valid State driver's license is required.

ADOPTED: 9/3/87

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SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MAINTENANCE ESTIMATOR AND SCHEDULER

CODE: 7219

CHARACTERISTICS OF THE CLASS:

Under supervision, determines project priorities and work schedules for maintenance activities; assists in the development of maintenance budgets; assembles specifications and documents for maintenance supplies; prepares detailed estimates of cost of all work involved; and performs related duties as required.

Requires responsibility for reviewing with craft supervisors with various project cost estimates; for the development of methods and procedures for the accumulating, assembling and preparation of detailed maintenance work cost estimates and schedules.

EXAMPLES OF DUTIES:

1. Prepares for review work schedules for the various crafts; charts the work projects for specified periods.
2. Assembles time and material estimates for all maintenance jobs in cooperation with shop foreman.
3. Develops and maintains a list of labor and material costs for recurring maintenance jobs.
4. Assists in the development of the annual budget.
5. Assists the craft foreman in the development of specifications for maintenance supplies.
6. Develops and modifies as necessary a program of preventive maintenance for buildings, roadways, pavement and grounds.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by five years experience in estimating labor and material requirements for building maintenance work.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Building maintenance methods, materials and procedures; mathematics; the principles and practices of building cost estimating.

Requires ability to: Read and interpret plans, drawings and specifications; deal effectively and courteously with people and craft personnel; prepare detailed and concise estimates and reports on maintenance projects.

Requires skill in the application of maintenance practices and theory to the preparation of cost estimates.

PROMOTIVE LINES:

To : To be determined

From: Various craft classes

ADOPTED: 11/17/71

AMENDED: 5/20/74

(Abolishes class 7219 School Maintenance Estimator and Scheduler)

(ABOLISHES: 7406 ASPHALT FINISHER

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASPHALT FINISHER SUPERVISOR I

CODE: 7220

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises the activities of a moderate sized crew engaged in the maintenance and repair of asphalt streets; may, when assigned, participate in actual work supervised; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing methods and procedures related to street repair activities; making routine contacts with other department personnel and general public in connection with street repair activities; preparing routine reports of time worked and materials expended.

EXAMPLES OF DUTIES:

1. Assigns, schedules and supervises work crews and equipment operators on the spreading and finishing of asphalt street repairs; orders and schedules the delivery of asphalt materials.

2. Inspects all street repairs to assure that asphalt is laid to standard requirements.

3. Prepares reports of subordinates' time worked and materials used on street repair projects.

4. Assures that all repair projects are properly cleaned up after repair work and that all barricades and warning lights are in place on incompletd projects.

5. May, when assigned, participate in actual work supervised.

6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of grammar school, supplemented by at least three years of street paving and repair experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of the techniques and equipment used in spreading, finishing and compacting asphalt street repairs.

Requires ability to: make accurate estimates of paving materials required for various projects; plan, assign and supervise the work of subordinate personnel; prepare and maintain detailed records of time worked and materials expended.

PROMOTIVE LINES:

To : 7282 Street Repair Supervisor II

From: 7404 Asphalt Finisher

AMENDED: December 28, 1967

Retitled: 7/1/77

DEC 6 1984

SAN FRANCISCO CIVIL SERVICE COMMISSION

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CLASS TITLE: SEWER MAINTENANCE WORKER

CODE: 7221

Under general supervision, performs a variety of routine sewer maintenance and repair tasks such as excavating and shoring of trenches, replacing pipe sections, flushing, cleaning and inspecting sewers; performs related duties as required.

DISTINGUISHING FEATURES:

Nature of work requires sustained physical effort involving considerable standing, bending and working in close quarters; some dexterity in the use of fingers, limbs and body; exposure to working conditions where moderately serious injuries may occur; continuous exposure to extremely disagreeable working conditions involving work with and in raw sewage and in the presence of vermin; long periods of time in dark confined spaces. This class differs from the next higher class of Sewer Service Worker in that the latter job requires practical knowledge of sewer hydraulics and skills in identifying and diagnosing problems in sewer systems.

EXAMPLES OF DUTIES:

1. Cleans main and side sewers, manholes, catch basins, grates, sumps and other miscellaneous sewer structures; cleans channels and tanks in sewer treatment plants and pump stations as required.
2. Loads dirt collected from sewer onto trucks; wets down trenches and builds dams in sewer lines to divert flow during maintenance operations.
3. Cuts, fits and installs hydraulic, wood and metal shoring to OSHA standards for trench excavation; removes such shoring for re-use on completion of sewer repair work.
4. Performs installation of new sewer pipe sections; assures that all barricades, flags and lights are properly installed around excavations.
5. Assures all street openings are properly barricaded and in safe condition when work is not in progress.
6. Operates air compressors, air hammers and other mechanical equipment in the excavating and backfilling of trenches; operates manual and power equipment in cleaning sewers and other sewer structures.
7. Writes up routine reports of maintenance and repair activities.
8. May drive trucks to transport workers and small equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires at least two years of verifiable general laboring experience, preferably including at least one year in trench excavation or sewer cleaning and one year in operating heavy duty construction equipment such as jackhammers, chippers and air hammers.

Knowledge, Abilities and Skills: Requires good knowledge of trench excavation practices, methods and tools as required by OSHA standards; rough carpentry skills; skills in the use of hand tools and power operated devices such as air compressors, winches, pavement breakers and trash pumps; ability to communicate clearly; and ability to follow oral and written instructions accurately.

License: Requires possession of a valid state drivers license, class 3.

ADOPTED: 9-17-84

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: BLACKSMITH SUPERVISOR I

CODE: 7222

CHARACTERISTICS OF THE CLASS:

Under direction, plans, assigns and supervises the activities of subordinate blacksmiths and helpers engaged in the manufacture, maintenance and repair of machinery, equipment and facilities and performs related duties as required.

Requires responsibility for: interpreting, explaining and enforcing existing methods and procedures relative to blacksmithing maintenance and repair activities; making routine contacts with other departmental personnel in connection with maintenance and repair work; preparing and maintaining routine records and reports on time worked and materials expended.

EXAMPLES OF DUTIES:

1. Supervises the forming, construction and fabrication of metal articles and parts necessary to the operation and maintenance of a variety of machinery and equipment.
2. Supervises and directs rail bending and the manufacture of special rail frogs, crossings and switches, and the repair thereof.
3. Supervises the forging, repairing and tempering of tools, dies punches and shears.
4. Supervises the fabrication of special hardware and parts for building and equipment maintenance work.
5. Prepares time reports, material orders, work orders and weekly reports, and makes estimates on proposed work.
6. Makes periodic shop safety inspections.
7. May participate to a limited extent in actual work supervised, primarily for instructional purposes.
8. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman blacksmith, including two years of responsible supervisory experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: blacksmithing and welding equipment, materials, practices and techniques; the physical properties of metals; heat treating processes.

Requires considerable ability to: plan, assign, supervise and inspect the work of subordinate employees; maintain operational records and prepare necessary reports; design and fabricate special tools and equipment.

PROMOTIVE LINES:

To: No normal lines of promotion

From: 7305 Blacksmith

Retitled: 7/1/77



CLASS TITLE: CABLE MACHINERY SUPERVISOR

CODE: 7223

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the maintenance, repair and operation of all cable car power machinery and equipment; supervises the activities of various craft and labor personnel engaged in such work; and performs related duties as required.

Requires responsibility for: carrying out, interpreting, coordinating and enforcing regulations, procedures and methods relating to the proper operation and maintenance of cable machinery and equipment; making occasional contacts with other departmental personnel and outside organizations relative to operation, maintenance and repair activities; checking and preparing routine records of time and work accomplished.

EXAMPLES OF DUTIES:

1. Supervises, coordinates and reviews the work of various operating, craft and labor personnel engaged in maintaining, repairing and operating cable machinery and equipment, including the repair and replacement of wire rope cables, pulleys, winding machinery, grips and turntables, and the operation of all motive power machinery and equipment.

2. Inspects the condition of operating equipment in the cable machinery shop and on the road by reviewing daily reports of operating conditions and visual inspection.

3. Prepares requests for labor, materials and supplies necessary to maintenance and operations activities.

4. Approves and logs daily time of subordinates.

5. Responds to emergency breakdown situations and supervises emergency repairs to machinery and equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least five years of responsible mechanical plant operation, maintenance and repair experience, preferably including experience in cable splicing and rigging and including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: cable machinery and equipment, its operation, maintenance and repair requirements; tools, materials and techniques used in wire cable splicing and rigging; the cable system.

Requires ability to: assign, supervise and review the work of subordinate personnel; analyze emergency breakdown situations and take effective remedial action; maintain records and prepare reports.

PROMOTIVE LINES:

To: No normal line of promotion

From: Senior Operating Engineer
Wire Rope Cable Maintenance Mechanic



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CAR AND AUTO PAINTER SUPERVISOR I

CODE: 7224

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for supervising the preparation for and painting of a wide variety of motor vehicles, automotive equipment and machinery; and performs related duties as required.

Requires responsibility for: explaining and carrying out existing methods and procedures relating to the painting of automotive equipment; preparing and maintaining routine work and time reports.

EXAMPLES OF DUTIES:

1. Assigns and supervises the preparation, painting and finishing of a wide variety of transit equipment, automobiles and other mobile machinery and equipment; inspects finished work to assure conformance with instructions.

2. Cuts and supervises the cutting of stencils for silk screening jobs.

3. Lays out and supervises the painting of a wide variety of signs; supervises the making of decals and transfers for use on various equipment.

4. Supervises the cleaning and maintenance of all shop tools and equipment.

5. Makes cost estimates for the repairing of equipment and requisitions materials and supplies.

6. Prepares time records.

7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and five years of experience as a journeyman painter, preferably including some supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the tools, materials, equipment and techniques of automotive painting; sill screening and stenciling processes.

Requires ability to: assign, supervise and inspect the work of subordinate personnel.

Requires considerable skill in the use of the tools, materials and equipment of the trade, including the use of a spray gun, laying out and making of stencils, processing of signs using silk screen method, lettering, work with gold leaf, and striping on automotive equipment, furniture, or similar stringing work.

PROMOTIVE LINES:

To: 7225 Transit Paint Shop Supervisor I

From: 7309 Car and Auto Painter

Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TRANSIT PAINT SHOP SUPERVISOR I

CODE: 7225

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for supervising all shop and other activities in connection with the painting of a wide variety of automotive vehicles and equipment, buildings, facilities and other properties of the municipal transit system; plans, assigns and directs the activities of subordinate personnel engaged in such work; and performs related duties as required.

Requires responsibility for: interpreting and enforcing existing methods and procedures, and developing new methods and procedures relative to the painting of automotive equipment, buildings, other facilities and properties of the municipal transit system; making contacts with the general public and other departmental personnel in connection with painting activities; gathering, preparing and maintaining shop and other painting operating reports and records.

EXAMPLES OF DUTIES:

1. Plans, lays out and directs the painting of automotive equipment, signs, buildings, facilities, street areas and furniture refinishing for the municipal transit system.
2. Makes periodic inspection of work performed to assure conformance with instructions and prescribed standards.
3. Makes recommendations in connection with new work methods or procedures.
4. Prepares detailed cost estimates for the repainting and refinishing of automotive and other properties and equipment.
5. Orders painting materials and supplies and assures that proper inventories are maintained.
6. Reviews and records time reports and reports of materials expended for various jobs.
7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft, and eight years of progressively responsible experience as a journeyman painter, including at least two years as a car and auto painter foreman; or an equivalent combination of training and experience.

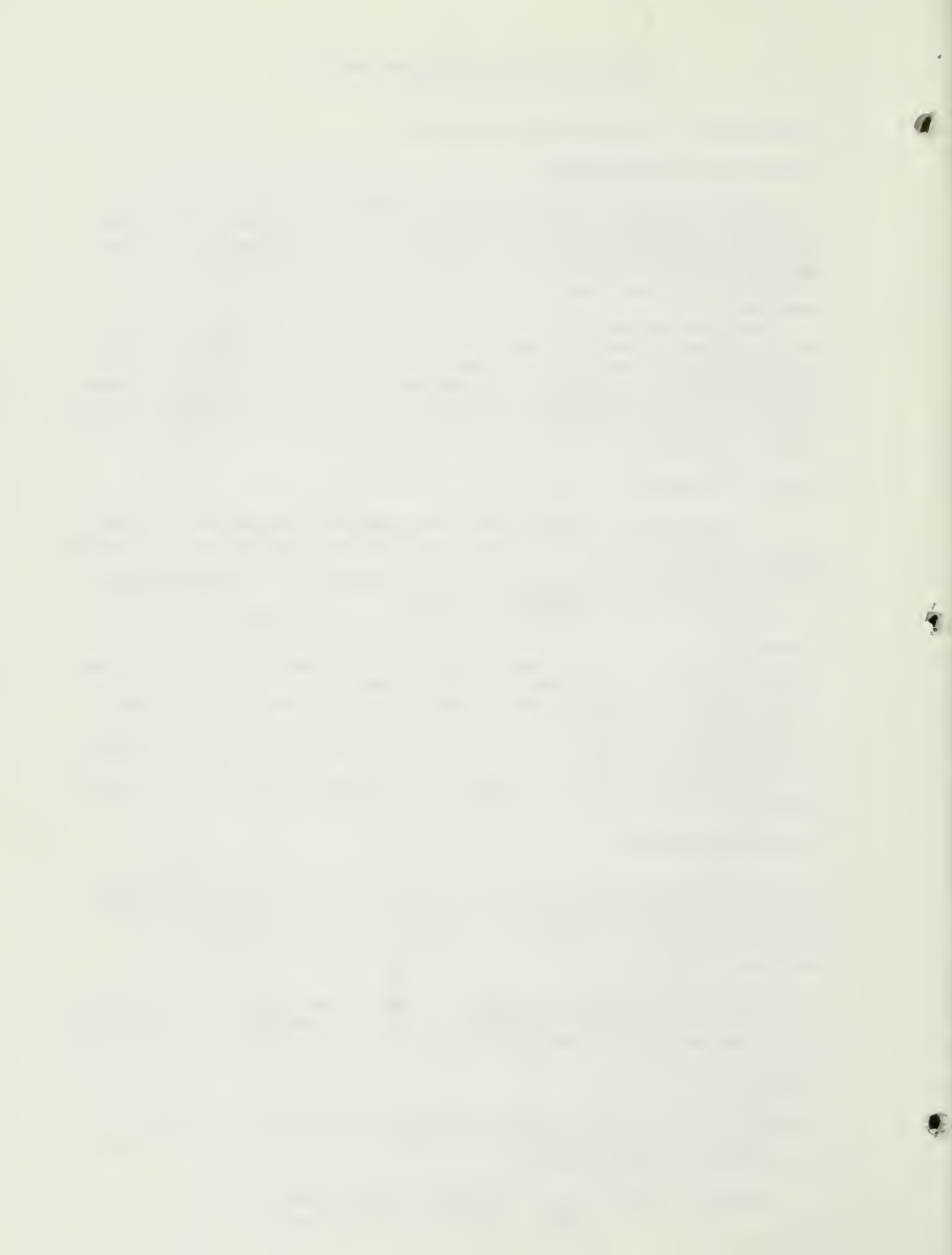
Knowledge, Abilities and Skills: Requires comprehensive knowledge of: automotive painting tools, materials, supplies and techniques; good knowledge of: techniques used in painting buildings, facilities, furniture refinishing and sign painting; the properties of various types of paint and finishing materials.

Requires ability to: plan, assign, supervise and inspect the work of subordinate personnel; deal effectively and courteously with others.

Requires considerable skill in analyzing and preparing cost estimates for repainting damaged vehicles.

PROMOTIVE LINES: To: No normal lines of promotion.

From: 7224 Car and Auto Painter Supervisor I



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CARPENTER SUPERVISOR I

CODE: 7226

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the activities of carpenters and others engaged in the maintenance and repair of city structures, installations, facilities and equipment; and performs related duties as required.

Requires responsibility for: interpreting and enforcing existing methods and procedures relative to maintenance and repair activities; making regular contacts with other departments, outside organizations and the general public in connection with maintenance and repair work; preparing and reviewing ordinary records and reports of time worked and materials used.

EXAMPLES OF DUTIES:

1. Plans, assigns and directs the work of carpenters and others on maintenance and repair projects.
2. Makes estimates of time and materials on requested work orders for repairs and maintenance.
3. Inspects work in progress and upon completion of quality and adherence to plans and specifications.
4. Requisitions materials and equipment.
5. Records hours worked and makes required reports and inventories.
6. Instructs employees in the safe operation of shop equipment.
7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman carpenter, including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: building codes, ordinances, department rules and regulations; standard practices, methods, materials and tools and equipment of the carpentry trade; occupational hazards and safety precautions of the carpentry trade.

Requires ability to: make accurate estimates of time and materials; lay out, supervise the direct work of carpenters; keep accurate reports and records; get along well with others.

Requires considerable skill in the use of tools of the trade.

PROMOTIVE LINES:

To: 7272 Carpenter Supervisor II

From: 7344 Carpenter

Retitled: 7/1/77

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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SAN FRANCISCO
PUBLIC LIBRARY7227 CEMENT FINISHER SUPERVISOR I

Definition: Under direction, the Cement Finisher Supervisor I, supervises the activities of subordinate cement finishers and other skilled craft workers engaged in a variety of maintenance and repair cement finishing projects and related work. The essential functions of this job include: supervising the activities of subordinates; preparing labor and material cost estimates; inspecting completed work and work-in-progress to ensure compliance with instructions and standard procedures; assigning work to subordinates and keeping track of time rosters; writing reports to document material and time spend on each project; overseeing the care and maintenance of cement finishing tools and related equipment; training and assisting in the development and advancement of subordinates; attending and conducting safety meetings; responding to inquiries and complaints; and coordinating work with other craft supervisors.

Distinguishing Features: The Cement Finisher supervisor I, is the entry level supervisory position in this series. The Cement Finisher Supervisor I, is distinguished from the 7211 Cement Finisher Supervisor II, in that the latter performs more complex and difficult duties and supervises several groups of cement finishers and related craft workers.

Supervision Exercised: Supervises the activities of subordinate cement finishers and other skilled craft workers.

Example of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Plans, assigns and supervises the work of cement finishers and related craftsmen at various locations.
2. Prepares labor and materials cost estimates for various jobs.
3. Inspects work in progress and completed work to assure compliance with instructions and standard procedures.
4. Keeps time of employees and makes required reports on materials and time expended on each project.
5. Oversees the care and maintenance of cement finishing and related equipment.
6. Assists in the development and advancement of subordinates
7. Attends and conducts safety meetings.
8. Responds to inquiries and complaints from the public and others.
9. Coordinates work with other craft supervisors.
10. Performs related duties and responsibilities as assigned.

Job Related and Essential Qualification:

Knowledge of: methods, procedures, technique, materials, tools and equipment used in cement finishing and related work; and safety procedures and methods involved in cement finishing.

7227 CEMENT FINISHER SUPERVISOR I

Ability to: plan, assign and supervise the activities of subordinate personnel; communicate effectively both written and orally; calculate materials and labor costs; prepare and maintain adequate estimates, reports and records.

Experience and Training Guidelines:

1. Completion of a recognized three-year cement mason apprenticeship program and three (3) years experience as a journey level cement mason; **OR**
2. Six years of work experience as a journey level cement mason; **OR**
3. Combination of apprenticeship program with journey level experience totaling six (6) years.

License/Certificate: Possession of a current valid driver license.

Amended: 7/1/77 (Retitled)

Amended: 8/20/99

Reason for Amendment: To accurately reflect the current task, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES****SAN FRANCISCO
PUBLIC LIBRARY****JOB CODE TITLE: AUTOMOTIVE TRANSIT SHOP SUPERVISOR I****JOB CODE: 7228****Business Unit: COMMN****DEFINITION:**

Under general direction, the Automotive Transit Shop Supervisor I oversees a large automotive transit shop responsible for servicing MUNI automotive, transit and heavy equipment vehicles. Essential functions include: projecting and preparing schedules for vehicle maintenance; training and directing subordinate personnel in proper policies and procedures; ensuring all safety measures are operative and are being followed; preparing cost estimates and subsequent budget recommendations for assigned work unit; coordinating vendor and purchasing activities for procurement of supplies, tools, equipment, and services; generating reports, memos, directives and other relevant documentation; establishing and enforcing existing work standards; maintaining accurate records of all maintenance work, personnel actions, and other related issues; inspecting and evaluating work of subordinates; and performing other duties as required.

DISTINGUISHING FEATURES:

The Automotive Transit Shop Supervisor I is the second level supervisory class of the automotive transit maintenance series. This class is distinguished from the 7212 Automotive Transit Equipment Supervisor in that the latter performs more complex and difficult third level supervisory duties and/or directs the service activities of subordinate personnel working in a large automotive transit equipment shop. The Automotive Transit Equipment Supervisor is distinguished from the 7249 Automotive Mechanic Supervisor I in that the latter works under direction, on an assigned shift, supervising a large group of subordinate craftsmen and mechanics.

SUPERVISION EXERCISED: Supervises the activities of subordinate supervisors and other skilled shop personnel.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to this class and are not intended to be an inclusive list.

1. Oversees the operations of a large transit maintenance shop responsible for servicing and repairing MUNI automotive, transit and heavy equipment vehicles.
2. Interacts with other MUNI divisions as well as other City Departments regarding maintenance, materials, facilities, schedules, staff, and other issues with pertain to the proper and efficient operation of the division.
3. Projects and prepares a schedule of maintenance and/or repair of MUNI equipment; includes both long range and short planning.
4. Trains and directs subordinate personnel in proper policies and procedures regarding repair and maintenance of MUNI equipment, safety procedures and other job-related issues.
5. Write reports, memos, directives, and other relevant documentation related to facility, personnel, equipment and maintenance.
6. Evaluates subordinates' performance and prepares evaluations, and if needed, disciplinary documentation.
7. Prepares cost estimates and subsequent budget for maintenance and repair division; coordinates vendor and purchasing activities for procurement of supplies, tools, equipment, and services.
8. Establishes standards and enforces existing policies and procedures regarding quality of work, employee performance, and maintenance schedule.

JOB CODE TITLE: AUTOMOTIVE TRANSIT SHOP SUPERVISOR I

JOB CODE: 7228

Business Unit: COMMN

9. Ensures that all safety measures are operative and are being followed. Facilitates and coordinates routine internal and external regulatory compliance practices as they relate to OSHA, CHP, and MUNI Safety Department.
10. Identifies trends in maintenance of diesel equipment and plans accordingly; adjusts schedules, ordering/recovering parts and equipment, and projecting future work schedules.
11. Maintains accurate records of all maintenance work, personnel actions, and other related issues which pertain to the maintenance and repair division.
12. Inspects work of subordinates to ensure high quality and time efficiency.
13. Performs other related duties as required.

Job Related and Essential Qualifications:

Knowledge of: transit maintenance operations including, auto, transit and heavy equipment maintenance; budgetary practices; materials, tools and equipment used in machine shop work; various metals, and their characteristics and methods of cutting and machining them; and machine shop safety devices and precautions; and transit maintenance operations safety procedures.

Skill to: interact with people in a manner that demonstrates concern for the individual and sensitivity to personal differences and feelings; maintain a professional demeanor; follow through on promised actions; deal effectively with pressure and not let it negatively impact performance; speaks in a precise, courteous, and understandable manner; communicate effectively with peers, superiors, subordinates, and persons from other departments or agencies; listen with understanding and comprehension; use appropriate terminology when speaking about technical matters; write clearly and effectively; document and maintain records related to job activities, including vehicle maintenance records and other relevant information.

Ability to: plan, organize, coordinate, assign, oversee, and evaluate the activities of subordinate personnel; assist in development of a comprehensive training program for new and subordinate personnel; and train subordinates on proper efficient supervisory skills and work procedures.

Experience and Training Guidelines:

1. Two years of second level supervisory experience overseeing a division in which transit or automotive and heavy equipment vehicles are serviced;
2. Four years of experience supervising the maintenance and repair of transit or automotive and heavy equipment vehicles; AND
3. Possession of a current California Driver License.

Effective Date: July 1, 1977

Amended Date: 2/14/00

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this class.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TRANSMISSION LINE SUPERVISOR I

CODE: 7229

CHARACTERISTICS OF THE CLASS:

Under direction, supervises a "heavy gang" in the construction, maintenance and repair of high voltage overhead transmission and distribution lines; and performs related duties as required.

Requires considerable responsibility for: interpreting and instructing on existing methods and procedures relative to transmission line construction and maintenance and repair activities; making occasional contacts with other departmental personnel and the general public on line construction, maintenance and repair problems; gathering and preparing time and material reports on work performed. Nature of work requires considerable physical effort and manual dexterity with frequent exposure to inclement weather and serious accident hazards.

EXAMPLES OF DUTIES:

1. Lays out, assigns and supervises subordinate personnel engaged in construction, installation, maintenance and repair of high voltage overhead transmission lines and appurtenances.
2. Assures that all safety precautions, tools and equipment are in use when necessary to perform maintenance and repair work on energized lines.
3. Supervises the washing of insulators, the cleaning and painting of poles and transmission towers.
4. Supervises the inspection and patrolling of transmission lines and clearance of right-of-way obstructions.
5. Supervises the inspection of switch gear, transformers and other auxiliary equipment for proper operation and condition.
6. Prepares records and reports of time worked, work performed and materials and supplies utilized on various projects.
7. Assists in the development and advancement of subordinates through training and effective use of employee development programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by six years of journeyman level experience in the construction, maintenance and repair of overhead transmission systems, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: electrical theory and practice, particularly as applied to high voltage transmission systems, including state general order number 95; thorough working knowledge of the construction, maintenance and repair requirements of overhead systems; the use of line maintenance and repair tools and equipment, especially as applied to work on energized lines.

Requires knowledge of the practical application of pole-top resuscitation and first-aid methods.

CLASS TITLE: TRANSMISSION LINE SUPERVISOR I

CODE: 7229

Requires ability to: plan, assign and supervise the work of subordinate personnel; read and interpret plans, drawings and specifications; determine tools, materials and supplies required for assigned projects; determine, locate and effect repair on transmission systems; skill and ability in the use of rigging techniques applicable to transmission line work.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: 7285 Transmission Line Worker Supervisor II

From: 7338 Electrical Line Worker

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: FIRE DEPARTMENT WATER SYSTEM FOREMAN

CODE: 7230

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the planning, supervision and coordination of the maintenance, repair, servicing and alteration of high and low pressure fire hydrants and the high pressure water supply system of the fire department; and performs related duties as required.

Requires responsibility for: interpreting, enforcing and coordinating existing methods and procedures relative to the maintenance and repair of a high pressure system; making regular contacts with other departmental personnel, the general public and outside organizations in connection with maintenance and repair activities; preparing, checking and reviewing detailed operational and maintenance records and reports.

EXAMPLES OF DUTIES:

1. Supervises and coordinates all maintenance activities performed on hydrants in the water supply system of the fire department.

2. Is responsible for supervising the periodic servicing and painting of hydrants and suction connections, the blowing off of hydrants situated on high pressure deadends, the reporting of hydrants taken out of service, the inspection of building standpipes and inlets; the checking and filling of cisterns, the inspection and testing of new hydrants and the altering of high pressure mains.

3. Supervises and assists in the training of new personnel; organizes and assists a group of subordinates in the emergency repair of breaks in the high pressure system; is responsible for the satisfactory operating condition of all trucks and equipment used in maintenance activities; enforces adherence to prescribed safety regulations; checks supplies and equipment on hand and orders replacements when needed; issues or supervises the issuance of supplies and equipment to subordinates.

4. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship as a plumber, and six years of experience as a journeyman plumber, preferably in the maintenance and repair of high pressure water systems, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a considerable knowledge of: the operation of the fire department high pressure system and the techniques, equipment and supplies used in the servicing, repair and alteration of the system; applicable fire codes and regulations.

Requires the ability to: plan, assign, supervise, inspect and coordinate the work of subordinate personnel; organize and direct repairs to the water supply system under emergency conditions; keep detailed records and make accurate reports on activities.

CLASS TITLE: FIRE DEPARTMENT WATER SYSTEM FOREMAN
(continued)

CODE: 7230

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: No normal line of promotion

From: Fire Department Water Supply Sub-Foreman

CLASS TITLE: SCHOOL BUILDINGS MAINTENANCE AND
REPAIR SUPERVISOR

CODE: 7231

CHARACTERISTICS OF THE CLASS:

Under general direction, directs and coordinates maintenance, repair and alterations of a limited nature on school buildings and structures within the school district; plans, assigns and directs the activities of subordinate personnel engaged in such work; and performs related duties as required.

Requires responsibility for: developing, coordinating, interpreting and enforcing existing methods and procedures in connection with building maintenance, repair and alteration activities; making regular important contacts with other department and interdepartmental personnel, officials and the general public in connection with school building maintenance and repair activities; important technical and operational progress and inspectional records and reports.

EXAMPLES OF DUTIES:

1. Directs and administers activities of personnel engaged in general maintenance, repair and alteration of school buildings and related facilities, including the development and review of a continuous preventative maintenance program.

2. Carries out, interprets, enforces and explains school department policy to interdepartmental personnel engaged in the maintenance, repair and alteration of school buildings and related facilities.

3. Receives, screens and reviews requisitions for maintenance, repair and alteration of all school buildings and facilities to determine validity, availability and fitness, and approves other controlling factors or denies requests in accordance with established policy; inspects school buildings to determine need; initiates work orders to subordinates for maintenance, repairs and alterations; recommends and establishes priorities for maintenance, repair and alteration; submits recommendations for annual major repair program.

4. Initiates the preparation and development of plans and specifications; reviews and approves cost estimates relating to interdepartmental work orders.

5. Performs field work; reviews and inspects work at job site; determines job progress and approves completion of work after final inspection; assures compliance with all codes, regulations and specifications; checks cost against work performed.

6. Approves bills for interdepartmental work orders.

7. Is responsible for the preparation of purchase specifications for special equipment used in maintenance, repair or alteration of school buildings. Checks bids and recommends acceptance or rejection.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible general building maintenance and repair experience, including three years of supervisory experience in a general trade or craft; or an equivalent combination of training and experience.

CLASS TITLE: SCHOOL BUILDINGS MAINTENANCE AND
REPAIR SUPERVISOR (continued)

CODE: 7231

Knowledge, Abilities and Skills: Requires considerable knowledge of: building construction methods and techniques; building materials, their use and limitations; methods, practices and procedures utilized in building maintenance and repair work; applicable building, health, fire and safety codes, laws and ordinances; working knowledge of engineering principles; tools, materials and equipment used in building maintenance and repair; current labor and material costs and building trade practices.

Requires ability to: plan, assign and inspect the work of subordinate personnel; plan and detail repair and maintenance work; exercise good judgment in determining and establishing maintenance and repair priorities; interpret and evaluate need and cost of building maintenance and repair work; maintain records and prepare reports relating to building maintenance and repair activities; exercise initiative in developing solution to maintenance and repair problems by use of new materials and methods; deal persuasively and effectively with others.

Requires considerable skill in applying building construction material knowledge and engineering principles in investigation and determination of school building and property maintenance and repair problems.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Buildings Maintenance Superintendent
School Maintenance Coordinator

CLASS TITLE: HETCH HETCHY MECHANICAL SHOP SUPERVISOR

CODE: 7232

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the overhaul, maintenance and repair of a wide variety of mobile and stationary machinery, equipment and mechanical facilities; and performs related duties as required.

Requires responsibility for: enforcing, interpreting and carrying out existing maintenance, repair and overhaul methods and procedures; making regular contacts with other departmental personnel, the general public and outside organizations and their representatives in connection with maintenance, repair and overhaul activities; preparing, checking and reviewing detailed operational maintenance and repair records and reports.

EXAMPLES OF DUTIES:

1. Plans, assigns, supervises and inspects the overhaul, maintenance and repair of a variety of gasoline and diesel powered mobile equipment and machinery, including electrical, body and fender and interior repair and maintenance on such equipment.

2. Supervises the maintenance and repair of a variety of stationary plant machinery and equipment, including rock crushers, pumping plants, automatic and manual hydraulic control devices, machinery and valves.

3. Prepares drawings and sketches necessary to the fabrication of steel and metal parts and supervises the machining or fabrication of such parts.

4. Supervises the repair and overhaul of power house turbines, including the fitting, assembling and testing of same.

5. Makes visual inspections and prepares reports and recommendations on the conditions and maintenance needs of mobile and stationary equipment; prepares cost and material estimates for such repair work.

6. Prepares and supervises the preparation of records and reports relative to the maintenance and repair of automotive and stationary plant equipment.

7. Requisitions and purchases supplies, materials and equipment necessary to maintenance and repair activities.

8. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least five years of journeyman level experience in the maintenance, repair and overhaul of a wide variety of mobile and stationary plant machinery and equipment, with substantial experience in machine shop blacksmithing and sheet metal work and including one year of supervisory experience; or an equivalent combination of training and experience.

CLASS TITLE: HETCH HETCHY MECHANICAL SHOP SUPERVISOR
(continued)

CODE: 7232

Knowledge, Abilities and Skills: Requires considerable knowledge of: the methods, materials, tools and equipment used in the maintenance, repair and overhaul of automotive and stationary plant machinery and equipment; the operation and preventative maintenance requirements of such equipment; machine shop, blacksmithing and sheet metal tools and machinery and their uses in maintenance and overhaul activities.

Requires considerable ability to: plan, assign and supervise the work of subordinate personnel; prepare and interpret working drawings and plans; make time and materials cost estimates.

Requires considerable skill in the application of mechanical maintenance, repair and overhaul techniques and methods to practical shop and field problems.

License: Requires possession of a valid state motor vehicle operators license.

PROMOTIVE LINES:

To: Mechanical Shop and Equipment Assistant Superintendent

From: General Utility Mechanic

AMENDED: 12/1/66

SA FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GLAZIER SUPERVISOR I

CODE: 7233

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the activities of a crew of subordinate glaziers engaged in a variety of maintenance and repair projects at various locations in the city; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing methods and procedures relating to glazing activities; making routine contacts with other departmental personnel in connection with glazing operations; preparing and maintaining time and materials records and reports.

EXAMPLES OF DUTIES:

1. Plans, assigns and supervises the work of glaziers at various locations.
2. Prepares labor and materials cost estimates for various jobs.
3. Cuts glass at shop for orders.
4. Requisitions, receives and checks deliveries of material and supplies.
5. Records time of employees and prepares reports on projects completed and materials expended.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman glazier, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of tools, materials and techniques used in the glazing trade.

Requires ability to make accurate labor and materials cost estimates for various jobs; prepare and maintain adequate reports and records; plan, assign and supervise subordinate personnel.

PROMOTIVE LINES:

To: No normal lines of promotion

From: 7326 Glazier

Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: TRANSIT EQUIPMENT SHOPS SUPERVISOR

CODE: 7234

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for coordinating and directing maintenance, repair and servicing activities in several transit equipment shops involving the work of various crafts including electrical, mechanical, carpentry and paint; plans, assigns and directs the activities of large groups of craftsmen and service personnel engaged in such work; and performs related duties as required.

Requires major overall responsibility for: coordinating, enforcing and assisting in developing existing maintenance and repair methods and operations; making important contacts with other departmental personnel and outside organizations in connection with transit shop maintenance and repair activities; preparing, checking and reviewing important shop operating records and reports.

EXAMPLE OF DUTIES:

1. Directs, through subordinate foremen, the maintenance, repair and major overhaul of transit equipment and general shop work; coordinates repair and overhaul jobs with other transit equipment shop sections; establishes job priorities and prepare work schedules.
2. Supervises clerical and record-keeping activities, including the preparation and maintenance of equipment records, cost details, operating statistics and accident reports.
3. Reviews, approves and forwards requisitions for equipment, parts, materials and supplies; interviews manufacturers' representatives relative to various materials, supplies and parts used for maintenance and repair activities; makes estimates of costs.
4. Participates in establishing inspection and repair procedures for transit equipment and in the installation of shop standards and procedures relative to tolerance and wear limits of moving parts and various components.
5. Reviews and analyzes various statistical operating records relative to possible adoption of methods or procedural changes to assure more adequate maintenance and repair of electrical, mechanical or component.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible mechanical experience in the maintenance, repair, overhaul and servicing of transit equipment, including three years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: shop methods, materials, machinery, tools and equipment of electrical shop, machine shop, carpentry shop, paint shop and cable shop; the principles, methods and procedures of operation of transit shops; practices and methods of preventive maintenance; considerable knowledge of shop theory, testing and inspection.

Requires considerable ability to: prepare and maintain shop and equipment records; compute cost of shop operations relative to the maintenance and repair of transit equipment; plan, assign, supervise and coordinate the work of subordinate personnel; deal tactfully and effectively with employees and representatives of outside organizations.

CLASS TITLE: TRANSIT EQUIPMENT SHOPS SUPERVISOR

CODE: 7234

MINIMUM QUALIFICATIONS (Cont'd):

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: 7152 Transit Equipment Superintendent

From: 7216 Electrical Transit Shop Foreman
7253 Electrical Transit Mechanic Foreman
7258 Maintenance Machinist Foreman
7228 Automotive Transit Shop Foreman
7225 Transit Paint Shop Foreman
7222 Blacksmith Foreman
7226 Carpenter Foreman
7256 Electric Motor Shopman Foreman
7254 Automotive Machinist Foreman

Adopted: May 25, 1973

CLASS TITLE: INSTRUMENT MAKER FOREMAN

CODE: 7234

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises a group of machinists and instrument makers engaged in the manufacture, fabrication, maintenance and repair of fire alarm, police communication and traffic signal equipment; and performs related duties as required.

Requires responsibility for: interpreting, carrying out and enforcing existing methods and procedures relative to machine shop and instrument making activities; making occasional contacts with other departmental personnel and outside organizations in connection with shop operations; gathering, preparing and maintaining operating shop records and reports.

EXAMPLES OF DUTIES:

1. Assigns, supervises and inspects the work of subordinate personnel in instrument making and machine shop activities.
2. Inspects and reviews work in progress to assure conformance with instructions and prescribed standards.
3. May instruct subordinates in methods of manufacture, fabrication or repair of equipment.
4. Requisitions materials, supplies and equipment for shop operations; prepares cost estimates relative to the manufacture and repair of fire alarm, police communication, traffic signal and parking meter systems.
5. Prepares designs or modification drawings for components of existing systems.
6. Maintains records and prepares reports of employee time worked and parts and items manufactured in the shop.
7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of journeyman level experience as a machinist and instrument maker, in work involving the fabrication, installation and repair of precision instruments and installations, including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the operation of machine tools and equipment; the proper methods of working and machining various metals and the manufacture of parts and equipment; the methods, materials, tools and equipment used in fabricating and installing machines and equipment.

Requires ability to: plan, assign, supervise and inspect the work of subordinate personnel; read and interpret sketches, drawings and blue prints; maintain shop operating records and prepare related reports.

CLASS TITLE: INSTRUMENT MAKER FOREMAN (continued)

CODE: 7234

PROMOTIVE LINES:

To: Machine Shop and Parking Meter Superintendent

From: Instrument Maker
Machinist

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TRANSIT POWER LINE SUPERVISOR I

CODE: 7235

CHARACTERISTICS OF THE CLASS:

Under direction, supervises a crew of linemen in the installation, maintenance and repair of overhead and underground transit power systems: may participate in activities of line crew: and performs related duties as required.

Requires responsibility for: interpreting, coordinating and enforcing existing methods and procedures in connection with the maintenance and repair of transit power systems: making regular contacts with other departmental personnel and outside contractors relative to maintenance and repair activities: preparing, checking and reviewing a variety of operational reports on installation, maintenance and repair activities.

EXAMPLES OF DUTIES:

1. Assigns and supervises the work of subordinate personnel engaged in the installation, maintenance and repair of overhead and underground lines and cables for the operation of transit power transmission systems.

2. Makes preliminary maps, sketches and drawings for the installation of new overhead and underground transit power systems; prepares labor and material cost estimates for such systems; responds to emergency breakdowns and makes necessary repairs.

3. Makes field investigations of existing facilities in connection with various projects requiring alteration and relocation of such systems; inspects and supervises the inspection of overhead transmission lines, feeders, circuit breakers and other accessories.

4. Prepares and supervises the preparation of periodic reports in connection with work performed by field crew on overhead and underground lines and related maintenance projects.

5. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least five years of journeyman level experience in the installation, maintenance and repair of overhead and underground transmission lines and facilities, including two years of supervisory experience: or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: existing laws, ordinances and regulations pertaining to overhead and underground lines; electrical theory, particularly as applied to transit power systems; the processes, tools and materials required in the maintenance and repair transit power systems.

Requires considerable ability to: plan, assign, supervise and inspect the work of subordinate crews; deal effectively and courteously with the general public, outside organizations and other departmental personnel; maintain records and reports; investigate and recommend possible improvements of services and equipment.

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CLASS TITLE: TRANSIT POWER LINE SUPERVISOR I
(continued)

CODE: 7235

Requires unusual skill in the application of electrical theory to the maintenance, operation and repair of overhead and underground transit power systems.

PROMOTIVE LINES:

To: 7274 Transit Power Line Worker Supervisor II

From: 7338 Electrical Line Worker

Retitled: 7/1/77

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

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7236 LOCKSMITH SUPERVISOR I

Definition:

Under direction, supervises, plans, inspects and coordinates the work of subordinate locksmiths engaged in the repair, adjustment and maintenance of all types of locks and locking devices.

Distinguishing Features:

The 7236 Locksmith Supervisor I is a supervisory class focusing on direct supervision and performing the more complex work of the unit. This class is distinguished from Class 7342 Locksmith in that the latter performs skilled locksmith work but does not perform supervisory duties.

Supervision Exercised: Supervises subordinate locksmith personnel.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Assigns and supervises the work of locksmiths, inspects work during progress and upon completion.
2. Assists in the development and advancement of subordinates through training and effective use of employee development program.
3. Requisitions, receives, inspects and stores equipment and supplies.
4. Confers with building maintenance personnel regarding work to be accomplished.
5. Supervises and participates in the installing and repairing of locks, changing lock combinations, opening or removing locks which cannot be opened by ordinary means; devises and adjusts master key systems and installs and maintains all types of locking devices.
6. May incidentally supervise, inspect and repair or adjust other building hardware such as door checks, latches, panic doors and door closers.
7. Estimates materials and labor costs.
8. Maintains simple work records and reports.
9. Prepares, gathers and maintains records and reports utilizing a computer for data input on work accomplished and materials expended and detailed key codes and records.
10. Investigates accidents and prepares written reports.
11. Drives a motor vehicle to transport equipment and tools to various job sites in the performance of job duties.
12. Interprets, explains and carries out existing methods and procedures pertaining to lock repair and maintenance activities.
13. Makes regular contact with building maintenance personnel, other departments and outside organizations relating to lock repair and maintenance operations.
14. Performs other duties as required.

7236 Locksmith Supervisor I

Job Related and Essential Qualifications:

Knowledge of: the design, construction, installation, maintenance, operation, repair and rebuilding of all types of locks, locking devices, panic door devices and door checks; locksmith tools; key code systems; door hardware specifications; safety procedures and ADA requirements.

Ability to: plan, prioritize, assign, train and review the work activities of subordinate locksmith personnel, including the ability to assist in their professional development through training, coaching and performance evaluation; read blueprints and plans; estimate material and labor costs; write job-related materials such as work reports and records, accident reports, etc.; speak clearly and effectively, give oral instructions, answer questions and explain work-related information to others, listen and elicit information; interact tactfully and effectively with other personnel, representatives of other city departments and the public; safely and legally operate a motor vehicle to visit work sites.

Experience and Training Guidelines: five years experience as a locksmith, including at least one year experience at the journey level.

Special Requirements: Possession of a current valid Drive License. Positions at the Airport may require shift work.

Effective Date: April 13, 1961

Amended and Retitled Date: July 1, 1977

Amended Date: August 13, 1999

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MAINTENANCE MACHINIST FOREMAN

CODE: 7237

CHARACTERISTICS OF THE CLASS:

Under direction, supervises a moderate sized group of skilled machinists in connection with the manufacture, construction, assembly, installation and repair of a wide variety of mechanical equipment, machines, valves, castings and metal parts; and performs related duties as required.

Requires responsibility for: interpreting and enforcing existing methods and procedures related to machine shop maintenance and repair activities; making routine contacts with other departmental personnel in connection with machine shop activities; gathering and preparing ordinary machine shop operating reports and records.

EXAMPLES OF DUTIES:

1. Plans, lays out and assigns work for subordinate machinists.
2. Requisitions, distributes and accounts for machine shop materials, supplies and tools.
3. Inspects and reviews completed work and work in progress to assure conformance with instructions and standard machine shop practices.
4. Prepares drawings and sketches in connection with the fabrication of tools and safety equipment for machine shop use.
5. Inspects shop equipment, machinery and facilities to assure proper maintenance and cleanliness.
6. Inspects materials and supplies received in shop to assure proper quality and quantity.
7. Keeps employees' time cards and related reports.
8. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman machinist, including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the principles, methods, materials, tools and equipment used in machine shop work; metals and the characteristics and methods of cutting and machining them; machine shop safety precautions.

Requires considerable ability to: plan, assign and supervise the activities of subordinate personnel; maintain shop operating records and prepare related reports.

PROMOTIVE LINES:

To: Machine Shop and Parking Meter Superintendent
Transit Equipment Superintendent

From: Maintenance Machinist
Instrument Maker



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ELECTRICIAN SUPERVISOR I

CODE: 7238

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises the maintenance, repair and alteration of a wide variety of electrical systems, machines and equipment; supervises the activities of a small group of electricians engaged in such work; and performs related duties as required.

Requires responsibility for: interpreting and enforcing existing methods and techniques in electrical installations, maintenance and repair activities; occasional responsible contacts with other departmental personnel relative to electrical maintenance and repair work; gathering and maintaining ordinary records of work accomplished and time expended on maintenance and repair jobs.

EXAMPLES OF DUTIES:

1. Assigns, supervises and inspects the work of electricians in the installation, maintenance, repair, testing and servicing of a wide variety of electrical installations, machinery and equipment.

2. May personally carry out difficult trouble-shooting work in connection with locating break-downs in electrical systems, machinery or equipment.

3. Prepares time and material estimates for work projects; requisitions, issues and accounts for electrical equipment, materials and supplies for various electrical work projects.

4. Maintains records and prepares routine reports on time and materials expended and on work accomplished.

5. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman electrician, preferably including some supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: electrical equipment and installations and the maintenance and repair requirements of such equipment and installations; existing electrical codes, laws, and ordinances as applied to electrical installation, maintenance and repair work.

Requires ability to: plan, assign, supervise and inspect the work of subordinate personnel; read blueprints and wiring diagrams; estimate material and supplies needed for work projects; maintain records and reports of time expended and work performed.

Requires considerable skill in the application of electrical maintenance, repair and installation methods and practices to practical field and shop projects.

PROMOTIVE LINES: To: 7276 Electrician Supervisor II

From: 7345 Electrician



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLUMBER SUPERVISOR II

CODE: 7239

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for planning, assigning and supervising the activities of a large group of plumbers engaged in the maintenance and repair of plumbing activities and facilities in the various city buildings and installations; and performs related duties as required.

Requires responsibility for: carrying out, interpreting, coordinating and enforcing existing policies and procedures relative to plumbing maintenance and repair activities; making regular contacts with outside organizations, other departments and the general public on matters relating to plumbing activities; preparing, checking and reviewing operational records and reports.

EXAMPLES OF DUTIES:

1. Plans lay-outs, directs and inspects the work of subordinate plumbers and other personnel engaged in plumbing maintenance and repair work.
2. Makes preliminary, progress and final inspections on complex jobs for compliance with specifications, codes and approved practices.
3. Estimates and requisitions supplies and materials, including the determination of kind, grade, size, quantity and quality.
4. Analyzes and interprets blueprints and specifications.
5. Consults with and advises administrative and other building repair personnel regarding plumbing methods and techniques in altering, maintaining or repairing equipment or systems.
6. Cooperates with other craftsmen in performing tasks involving other trades; assures work is properly coordinated with other trades.
7. Maintains records and makes reports as required.
8. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman plumber, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the practices, principles and local codes applicable to plumbing work; the qualities, adaptability and uses of plumbing materials, including all types of pipes and special fittings; the design, construction, installation, maintenance and repair of hot and cold water, sanitary, drainage, heating, gas and other plumbing systems and appliances.

Requires ability to: analyze and interpret blueprints, working drawings, sketches and specifications; make estimates of labor and materials for various projects; plan, lay out, direct and supervise the work of subordinates on various work assignments.

PROMOTIVE LINES:

To: No normal line of promotion

From: 7213 Plumber Supervisor I

Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: WATER METER SHOP SUPERVISOR I

CODE: 7240

CHARACTERISTICS OF THE CLASS:

Under direction, directs the personnel of the water meter repair shop engaged in repairing, testing and calibrating various types, makes and sizes of water meters, including both shop and field operations; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing policies, methods and procedures applicable to meter repair operations in the shop and field; achieving considerable economies through efficient supervision of shop operation, personnel and use of materials, supplies and equipment; making occasional contacts with the general public, other departments and representatives of outside organizations in furnishing or obtaining information on meter repair matters; gathering, maintaining and reviewing shop and field meter maintenance and repair records and reports.

EXAMPLES OF DUTIES:

1. Organizes and supervises a number of water meter repairmen and auxiliary personnel in performing detailed repair work in reconditioning and repairing various types, makes and sizes of water meters, both in the meter repair shop and at field locations.
2. Plans, assigns and reviews shop repairing and testing operations; routes and dispatches meter complaint orders requiring field inspection testing and repair; makes field inspection to check completion of repair work, replacement of damaged meter boxes and covers and incidental sidewalk and street repair.
3. Maintains numerical files of all water meters as to make, type, size and location by numerical individual water services; issues meters from, and returns meters to stock; maintains records of shop and field production and repairs; checks shop and field work sheets and repair cards; prepares consolidated shop time reports.
4. Orders, receives and tests all new meters to assure compliance with water department specifications; runs special shop tests on all consumer complaints regarding over-registration of meters; directs experimental tests to determine points of wear; makes special tests for efficiency, loss of head; also scramble, pressure and structural tests.
5. Orders, receives and inspects all parts, supplies and materials needed for meter repair operations as to various type and size of meters in use.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least five years of experience as a water meter repairman; or an equivalent combination of training and experience.

CLASS TITLE: WATER METER SHOP SUPERVISOR I
(continued)

CODE: 7240

Knowledge, Abilities and Skills: Requires thorough knowledge of: the mechanisms and operation of various types, makes and sizes of water meters; the equipment, tools, methods and procedures for repairing faulty and damaged meters, both in the shop and in the field; the equipment, methods and procedures for testing and calibrating water meters. Must have demonstrated practical supervisory knowledge and experience in organizing and directing meter repair activities in the shop and field.

PROMOTIVE LINES:

To: No normal line of promotion

From: 7353 Water Meter Repairer

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL EQUIPMENT WAREHOUSE ASSISTANT SUPERVISOR CODE: 7241

CHARACTERISTICS OF THE CLASS:

Under general supervision, participates in and frequently supervises the receipt, storage, delivery and installation of new or refinished furniture and equipment; assists in the supervision of the repair and refinishing of damaged or defaced furniture; and performs related duties as required.

Requires responsibility for: carrying out and assigning work in accordance with existing methods and procedures relating to the installation, servicing, and storage of school equipment; maintaining simple records and preparing reports.

EXAMPLES OF DUTIES:

1. Supervises and participates in the unloading of trucks, checking deliveries for accuracy as to quantity, quality, size, and other characteristics as specified by the purchase order; signs receipt when shipment is in order.
2. Directs the placement of furniture and merchandise in the warehouse in an orderly manner; assigns stockmen to the assembly of furniture for all classrooms, libraries, cafeterias, and offices.
3. Assigns stockmen to the furniture repair and refinishing section; directs the maintenance and repair of warehouse forklift equipment.
4. In the absence of the foreman, dispatches subordinates to the various schools for the purpose of moving or distributing furniture or equipment.
5. Supervises and participates in the disposition and sale of unsalvageable items; assists in the determination of which items are to be eliminated from inventory.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least three years of responsible and varied experience in the installation, servicing and care of a wide variety of school equipment and supplies, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the principles and practices of installing, servicing and storing furniture, and a variety of miscellaneous school equipment.

Requires ability to: organize and supervise the work of a crew of semi-skilled employees; inspect and evaluate the condition of furnishings and equipment for repair or replacement; deal effectively and courteously with school personnel; maintain records and prepare reports.

License: Requires possession of a valid State motor vehicle operator's license.

PROMOTIVE LINES:

To: 7245 School Equipment Warehouse Supervisor I

From: 1934 Storekeeper
J78 Stock Clerk

ADOPTED: 5/19/66
Retitled: 7/1/77

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: PAINTER SUPERVISOR I

JOB CODE: 7242

Business Unit: COMMN

Definition:

Under direction, plans and directs the work of a crew of painters assigned to various projects and work locations; supervises and evaluates the work of painters; prepares job estimates and daily work assignments; estimates expenditures for materials and supplies; performs inspections of painters' work; writes required reports; and performs related duties as required.

Distinguishing Features:

This is a first-level supervisory position that has responsibility for interpreting, overseeing and enforcing methods and procedures relative to painting on new construction, maintenance, and repair activities. This position is distinguished from the 7278 Painter Supervisor II in that the latter is a second-level supervisory position responsible for administrative and managerial duties.

Supervision Exercised:

Incumbents in this job code supervise a crew of painters.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Meets with Painter Supervisor II or facilities manager to plan and prioritize work according to established production targets.
2. Directs daily work assignments of a paint crew.
3. Prepares formal and informal job estimates for current and future projects.
4. Prepares and maintains records of time worked and materials expended on projects.
5. Orders materials and supplies.
6. Enforces existing methods and procedures relative to construction, maintenance and repair activities.
7. Inspects work of painters in the field or shop.
8. Assists in the development and motivation of staff through training.
9. Monitors and instructs staff regarding safety regulations and procedures.
10. Meets with representatives of other City departments, outside organizations and the general public in connection with maintenance work.
11. Uses a personal computer to write correspondence and keep records.
12. Drives a vehicle to job sites, paint shops, and meetings at various locations.
13. Performs related duties as required.

JOB CODE TITLE: PAINTER SUPERVISOR I

JOB CODE: 7242

Business Unit: COMMN

Job-related and Essential Qualifications:

Knowledge of: painting principles, practices and techniques; safety codes and ordinances; and departmental rules and policies.

Ability to: prepare estimates of materials and labor needed from site estimations; plan, organize, assign, and inspect the work of paint crews; motivate and train staff; communicate effectively both orally and in writing; promote and maintain good working relationships; use a personal computer, operate a motor vehicle, and possess the physical agility necessary to perform site inspections. Some positions require the ability to wear respiratory equipment and obtain a California Department of Health Services Lead-Based Paint Abatement certification for supervisors.

Experience and Training Guidelines:

Completion of a recognized painters' apprenticeship program and two years of experience as a journey level painter, performing work on interiors and exteriors of structures, industrial facilities or components, hospitals, street equipment, playground equipment, airfields streets and roads. Additional qualifying experience can be substituted for an apprenticeship on a year - for - year basis.

Special requirements:

1. Possession of a valid driver license
2. Some positions require the ability to obtain a California Department of Health Services Lead-Based Abatement certification for supervisors, to wear all forms of respiratory protection, and to pass a medical examination for work with asbestos and lead.

Effective Date: 7/1/77

Amended Date: 4/6/00

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

DOCUMENTS DEPT.

APR 21 2000

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CLASS TITLE: PARKING METER REPAIRER SUPERVISOR I

CODE: 7243

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for supervising all field parking meter maintenance and repair work; plans, assigns and supervises the work of subordinate personnel engaged in such activities; and performs related duties as required.

Requires responsibility for: Explaining and carrying out existing methods and procedures for parking meter maintenance and repair work; making routine contacts with the general public and other departmental personnel in connection with parking meter repair and service activities; preparing and reviewing ordinary operating reports relative to parking meter maintenance, repair and installation activities.

DISTINGUISHING FEATURES:

The class of 7243 Parking Meter Repairman Foreman differs from class 7444 Parking Meter Repairman in that incumbents in this class supervise a group of Parking Meter Repairmen performing mechanical maintenance and repair work on parking meters in the field. In addition, this class is assigned responsibility for the preparation of accurate records and reports concerning monthly inspection and maintenance activities for superiors, as well as preparing and maintaining office files relating to parking meter repair and maintenance activities. Frequent contacts are made by incumbents in this class with the general public and other City departments in obtaining and providing information on parking meter maintenance, repair and operation.

EXAMPLES OF DUTIES:

1. Plans, assigns and inspects maintenance and repair work on City parking meters.
2. Prepares daily and monthly time and work reports for superiors; organizes and maps out routes for the servicemen.
3. Maintains office files on police reports, personnel time cards, and cost records.
4. Receives, inspects and issues materials and supplies used by the servicemen.
5. Maintains liaison with personnel within the Department of Electricity and other departments and the general public.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least four years of progressively responsible experience in the maintenance and repair of ordinary mechanical devices and equipment including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, abilities and skills: Requires considerable knowledge of the operation, routine maintenance and repair of mechanical devices and equipment and the use of materials and tools necessary to the maintenance of such equipment, City streets and parking meter locations.

Requires ability to: Plan, assign and supervise the work of subordinate personnel; deal effectively and courteously with the general public; prepare ordinary operating records and related reports.

Requires considerable skill in the use of common hand tools.

License: Requires possession of a valid State Motor Vehicle Operator's license.

PROMOTIVE LINES:

To : No normal line of promotion

From: 7444 Parking Meter Repairer

Amended: 2/17/69; 8/11/69; 7/13/70

Revised: 5/4/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: POWER PLANT SUPERVISOR I

CODE: 7244

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the maintenance, repair and operation of powerhouse and substation machinery and equipment in the generation and distribution of electrical power; maintains operating records and reports; and performs related duties as required.

Requires considerable responsibility for: interpreting and enforcing existing rules, regulations, policies and procedures related to the operation of powerhouses and substation machinery and equipment; making occasional responsible contacts with other departmental personnel and outside organizations in connection with operating and maintenance activities; preparing, reviewing and maintaining operating records and reports. Nature of work requires: occasional exposure to physical and working conditions where serious accidents or injuries may occur; occasional exposure to disagreeable noise elements.

EXAMPLES OF DUTIES:

1. Inspects power house and substations, both manual and automatic, to assure that equipment is in proper working condition.
2. Supervises operators engaged in the distribution of electrical power and maintaining and repairing powerhouse and substation machinery and equipment.
3. Assigns duties to and prepares work schedules for powerhouse and substation personnel.
4. Prepares daily time reports, posts daily log book and records all demand and watt-hour meter readings for compilation of power consumption data.
5. Prepares requisitions for materials and supplies required.
6. May act for the powerhouse superintendent in his absence, or as an emergency relief operator in a powerhouse or substation.
7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least seven years of progressively responsible experience in the operation and maintenance of electrical power generating and distribution equipment and systems, including three years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the operation, maintenance and repair requirements of power generating and distribution equipment and systems; the methods, techniques and equipment necessary to maintenance and operation activities.

CLASS TITLE: POWER PLANT SUPERVISOR I
(continued)

CODE: 7244

Requires considerable ability to: plan, assign and supervise the activities of subordinate operating and maintenance personnel; deal effectively and courteously with other departmental personnel, subordinates and the general public; prepare and review detailed plant operating records and reports.

PROMOTIVE LINES:

To: 7130 Power and Plant Superintendent
7128 Powerhouse Superintendent

From: 7365 Senior Powerhouse Operator

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SCHOOL EQUIPMENT WAREHOUSE SUPERVISOR I

CODE: 7245

CHARACTERISTICS OF THE CLASS:

Under direction, requisitions and supervises the installation and servicing of a variety of school equipment; supervises the storage, delivery and installation of new and refinished furniture; assists in the inspection of school property; and performs related duties as required.

Requires responsibility for: explaining, carrying out and enforcing existing methods and procedures relating to the installation, servicing and maintenance of school equipment; making regular contacts with departmental personnel in connection with school equipment matters; preparing and maintaining detailed inventory records.

EXAMPLES OF DUTIES:

1. Assigns and supervises the work of subordinate personnel in delivering, installing and adjusting of school furniture and a variety of school equipment, including metal lockers, flag halyards, locker locks and fire prevention equipment.

2. Supervises the movement and storage of school furniture and related equipment to and from schools, warehouses and furniture re-finishing shops; requisitions the purchase of a variety of miscellaneous school equipment and materials such as fire extinguishers, metal lockers, metal scaffolds and hand tools; assists in the annual ordering and purchasing of new school furniture, file cabinets and related equipment.

3. Visits school district buildings to inspect furniture and determine need for replacement of furnishings; assists in the inspection of school property in evaluating damage due to vandalism, fire or other serious incidents.

4. Supervises the warehousing of old furniture and equipment and determines items to be sold, destroyed or refinished for continued use; trains and supervises personnel in the proper use of metal scaffolding for high relamping and replacement of stage drapes and curtains.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least four years of progressively responsible and varied experience in the installation, servicing and care of a wide variety of school equipment and supplies, including some supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of the principles and practices of installing, servicing and storing furniture, and a variety of miscellaneous school equipment.

Requires ability to: plan, organize and supervise the work of a crew of semi-skilled employees; inspect and evaluate the condition of furnishings and equipment for repair or replacement; deal effectively and courteously with school personnel; maintain records and prepare reports.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES: To: No normal line of promotion
From: 7440 Equipment Technician

AMENDED: 9/24/64
Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

JOB CODE TITLE: SEWER REPAIR SUPERVISOR

JOB CODE: 7246
Business Unit: COMMN

DEFINITION:

Under general supervision, supervises several crews of skilled and semi-skilled workers engaged in the maintenance and repair of side and main sewers; makes regular contacts with the general public, departmental personnel and outside organizations relative to sewer maintenance and repair matters.

DISTINGUISHING FEATURES:

Incumbents in Class 7246 serve as a first level supervisor over several crews. It is distinguished from Class 7449 Sewer Service Worker in that the latter provides work direction to a crew of skilled and semi-skilled workers engaged in sewer repair work and reports to Class 7246.

SUPERVISION EXERCISED:

First level supervisor; several work crews report to incumbents in this class.

EXAMPLES OF DUTIES: *According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to this class and are not intended to be an inclusive list.*

1. Receives work orders and assigns and schedules work of crews engaged in the maintenance and repair of sewers, catch basing and other sewer facilities; requisitions, issues and maintains records of materials, tools and supplies received and used in sewer maintenance and repair operations; reviews subordinates' time records, records all materials used and work performed and prepares summary reports.
2. Inspects maintenance and repair work in the field to assure conformance with instructions and departmental methods and procedures.
3. Investigates complaints of inoperative sewers and makes necessary reports; prepares estimates of charges to property owners for the installation and repair of side sewers.
4. Estimates and orders appropriate quantities of asphalt to resurface street openings; assures that all debris is removed from street openings.
5. Assists in the development and advancement of subordinates through training and effective use of employee development program.
6. Develops and enforces codes of safe practices for trench shoring and confined spaces to keep job sites safe in compliance with CAL OSHA and SB 198 and other relevant codes.
7. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: sewer maintenance and repair methods and procedures, their application to practical field problems, and the equipment related to such repairs, including sewer TV inspection equipment, combo sewer cleaning equipment, confined space entry equipment; applicable safety practices and procedures relevant to sewer repair, including trench excavation and confined space entry.

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JOB CODE TITLE: SEWER REPAIR SUPERVISOR

JOB CODE: 7246

Business Unit: COMMN

Ability to: effectively plan, organize, assign and review the work of subordinate employees including training of subordinates as necessary; communicate clearly, coherently, effectively, and tactfully with subordinates, members of the staff and other city departments, and the general public in writing, including maintaining records and preparing reports using basic computer skills; orally communicate clearly, effectively and tactfully with subordinates, members of the staff and other city departments, and the general public, including assigning work and enforcing regulations to staff, coordinating with other units, and responding to concerns of the public; identify and solve problems related to the sewer system.

EXPERIENCE AND TRAINING GUIDELINES:

Four years of experience as a lead worker of a crew (crew leader) installing, constructing, inspecting, repairing, and/or replacing large diameter (12 inches or above) sewer lines and structures; **OR** four years of experience comparable with the City and County of San Francisco class 7449 Sewer Service Worker inspecting and diagnosing problems in a municipal sewer collection system; **OR** a combination of the above.

License: Requires possession of a valid state motor vehicle operator's license.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment: sustained physical effort involving considerable standing, bending and working in confined spaces; exposure to working conditions where moderately serious injuries may occur; continuous exposure to extremely disagreeable working conditions involving work with and in raw sewage and in the presence of vermin. Requires on call duty and emergency response within one hour.

Effective Date: 1/12/61

Retitled: 7/1/77

Retitled and Amended: 5/12/00

Reason for Amendment: to accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: SHEET METAL WORKER SUPERVISOR II

**JOB CODE: 7247
Business Unit: COMMN**

DEFINITION:

Under direction, the Sheet Metal Worker Supervisor II supervises, plans, coordinates and assigns the shop and field activities of a large group of up to 25 crafts personnel engaged in the fabrication, installation, modification, repair and replacement of a wide variety of sheet metal fixtures, articles and equipment. Interprets, enforces and coordinates existing methods and procedures relating to sheet metal work installation, maintenance and repair operations. Performs related duties as required.

DISTINGUISHING FEATURES: Class 7247 Sheet Metal Worker Supervisor II is distinguished from the lower level Class 9345 Sheet Metal Supervisor I by the increased responsibility in the management and supervision of the sheet metal shop and multiple crews of sheet metal workers.

SUPERVISION EXERCISED: The Sheet Metal Worker Supervisor II's supervise, through subordinate supervisors, the shop and field activities of a group of up to 25 crafts personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plans, assigns and directs the work of sheet metal worker staff engaged in operational activities out in the field and within the sheet metal shop.
2. Estimates the labor and material costs of a variety of jobs requiring sheet metal work.
3. Requisitions necessary tools and materials for various projects and monitors the delivery of supplies.
4. Supervises and oversees the sheet metal shop, ensuring that supplies and equipment are placed, stored and maintained in a clean, safe and secure environment.
5. Inspects work in progress and completed work to assure compliance with instructional guidelines and established practices and procedures.
6. Maintains time records of sheet metal staff employees and generates required reports.
7. Coordinates work schedules, logistics and project planning with other craft supervisors and workers involved at the same work site or on the same project.
8. Utilizes computer hardware and software to interface with sheet metal work in order to increase efficiency and productivity in the workplace.
9. Participates in the development and advancement of subordinates through training sessions and regular safety meetings.

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JOB CODE TITLE: SHEET METAL WORKER SUPERVISOR II

JOB CODE: 7247

Business Unit: COMM

10. Promotes safety in the workplace and at the work site through regular training and safety meetings.
11. Actively supports and promotes the Department's Affirmative Action Policy.
12. Drives a vehicle to construction areas to estimate and inspect all phases of construction work. This includes driving to emergency situations.
13. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: the methods, materials, tools and equipment used in sheet metal work; techniques of sheet metal layout and development, including cost estimation; applicable safety practices and procedures, including all OSHA regulations.

Ability and Skill to: budget, plan, direct, and inspect the work of subordinate and supervisory personnel engaged in sheet metal work; communicate clearly and effectively with subordinates, departmental and other City departmental personnel and the general public; compose and/or review clear, concise and accurate operating records; and reports; interact effectively and courteously with subordinates, contractors, other departmental personnel and the general public; read and understand construction drawings; utilize computer software and hardware; and drive a vehicle up to 150 miles roundtrip to and from job sites.

EXPERIENCE AND TRAINING GUIDELINES:

Two (2) years of experience planning, organizing, directing and controlling the work of a crew of subordinate workers engaged in sheet metal fabrication, modification, repair, and/or installation equivalent to the scope and level of a Class 9345 Sheet Metal Supervisor I; **AND**

Ten (10) years experience as a journey-level sheet metal worker, or a combination of training and experience in the trade totaling ten (10) years. Five (5) of the ten years must be experience gained at journey-level; **AND**

Possession of a valid Class C or III driver's license.

EFFECTIVE DATE: 07/13/1961

AMENDED AND RETITLED: 07/01/1977

AMENDED DATE: 07/28/2000

REASON FOR AMENDMENT: to accurately reflect the current tasks, knowledge, skills, abilities and experience and training guidelines defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: STEAMFITTER SUPERVISOR II

CODE: 7248

CHARACTERISTICS OF THE CLASS:

Under direction, plans, assigns and supervises a group of subordinate steamfitters engaged in a variety of maintenance and repair projects at various locations throughout the city; and performs related duties as required.

Requires responsibility for: carrying out, interpreting, coordinating and enforcing existing methods and procedures relating to steamfitting maintenance and repair activities; making routine contacts with other departmental personnel in connection with steamfitting operations; preparing time and material records and reports.

EXAMPLES OF DUTIES:

1. Plans, assigns and directs the work of steamfitters at various locations; coordinates work with other crafts which may be involved.
2. Estimates cost for various jobs.
3. Requisitions supplies and materials for various projects and locations; checks deliveries of materials and supplies for conformance with requisitions.
4. Keeps time of employees and maintains records of work accomplished and materials expended.
5. Inspects work in progress and completed work to assure conformance with specifications, instructions and standard procedures.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft, or five years experience as a steamfitter's helper. Requires six years experience as a journeyman steamfitter; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: codes and safety regulations relating to boilers, steam heating systems and related equipment; the tools, materials and techniques used in steamfitting.

Requires ability to: make accurate labor and materials cost estimates; make and keep adequate operating reports and records; plan, assign and supervise the work of subordinate personnel.

PROMOTIVE LINES:

To: No normal lines of promotion

From: 7349 Steamfitter Assistant Supervisor

Retitled: 7/1/77



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: AUTOMOTIVE MECHANIC SUPERVISOR I

CODE: 7249

CHARACTERISTICS OF THE CLASS:

Under direction, on an assigned shift, supervises a large group of skilled mechanical craftsmen and servicemen engaged in the maintenance, repair, overhaul and servicing of a wide variety of automotive equipment; and performs related duties as required.

Requires considerable responsibility for: interpreting, explaining and enforcing existing maintenance, repair and service methods and procedures; making contacts with other departmental personnel or outside organizations in connection with maintenance and repair activities; gathering, preparing and maintaining vehicle and shop operating reports and records.

EXAMPLES OF DUTIES:

1. Supervises and inspects the maintenance, repair and overhaul of a variety of automotive equipment, including gas and diesel buses, passenger cars, trucks and fire apparatus; establishes priority for the various maintenance, repair and overhaul jobs to assure certain types of equipment are available when needed.

2. Advises and assists subordinates in diagnosing malfunctions in automotive equipment.

3. Reviews and inspects work in progress and completed jobs to assure conformance to instructions and standard shop procedures.

4. Inspects shop facilities and assures that plant machinery and equipment are maintained in a neat and orderly fashion; inspects all shop activities to assure conformance with proper safety standards.

5. Requisitions supplies and materials necessary to the maintenance, repair and servicing of vehicles.

6. Prepares cost estimates for the repair of vehicles involved in accidents, and other damaged equipment; receives emergency calls and dispatches repair crews.

7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman automotive mechanic, including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable working knowledge of: the methods, machinery, tools and equipment used in the maintenance, repair, overhaul and adjustment of automotive equipment; the operating requirements and preventative maintenance practices and methods of automotive equipment.

CLASS TITLE: AUTOMOTIVE MECHANIC SUPERVISOR I
(continued)

CODE: 7249

Requires considerable ability to: diagnose malfunctions in automotive equipment and machinery; determine necessary repairs; make time and material cost estimates; prepare and maintain shop operating records and reports; requires supervisory ability.

Requires considerable skill in the application of automotive maintenance and repair techniques to practical shop problems.

License: Requires possession of a valid state chauffeur's license.

PROMOTIVE LINES:

To: 7228 Automotive Transit Shop Supervisor I

From: 7382 Automotive Mechanic Assistant Supervisor

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: UTILITY PLUMBER SUPERVISOR I

CODE: 7250

CHARACTERISTICS OF THE CLASS:

Under general supervision, is responsible for organizing and supervising the activities of subordinates engaged in performing a wide variety of maintenance operations on water supply and distribution lines and facilities; serves as a water gateman operating gate valves on the water distribution system; flushes mains; responds to second and over alarms of fire to regulate flow of water, as directed; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing existing policies and methods applicable to the maintenance and operation of a wide variety of waterworks projects; methods and procedures for controlling water flow in the distribution system; making regular contacts with the general public in seeking or obtaining information, as well as explaining procedures and regulations relating to water valve controls; preparing, checking and reviewing important detailed and complex operational records pertaining to sizes and locations of numerous water valves throughout the city, as well as personnel records. Nature of work involves considerable sustained physical effort, walking and standing, including manual effort and dexterity, with frequent exposure to accident and health hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises a group of workers engaged in performing various skilled operations normally performed by utility plumbers, welders, carpenters, and others engaged in laying water supply and distribution lines and installing appurtenant valves, meters and fittings. Insures the adherence to rigid time schedules when water is shut off in order to give maximum service to consumer.

2. Supervises groups of skilled and semi-skilled workers in making repairs to and painting buildings, structures and appurtenances; also to wooden trestles and bridges, road culverts; supervises repair of large diameter pipe line surfaces, including preparation for painting and the application of protective coatings.

3. Responds to complaints or emergencies arising in connection with the use, operation and maintenance of the water distribution system which necessitate prompt observation and determination and action; determines locations of valves related to each situation; makes shut-downs and later restores mains to service with regard to installations of new mains, repairs to existing mains, fire hydrant connections and large domestic fire sprinkler services.

4. Maintains and uses a main pipe and gate valve record book consisting of detailed drawings of the main pipe and gate valve system, coded by various symbols and colors, to denote and identify various important aspects; consults records before operating any valves.

5. Regulates water supply from various distribution reservoirs and in individual pressure districts by operating necessary valves.

6. May make initial investigations to complaints involving water leaks, poor pressure, no water, holes in sidewalk or street; determines action necessary for making immediate repairs or dispatching service crews to the scene.

CLASS TITLE: UTILITY PLUMBER SUPERVISOR I
(continued)

CODE: 7250

7. Keeps accurate records of time and work performed, equipment and materials used or recovered, and exact location of installations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of experience in general waterworks construction and maintenance work, at least three years of which shall have been in the capacity of a utility plumber; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a broad working knowledge of: the construction, operation, and maintenance of waterworks systems; the locations of mains and control valves and fittings in the distribution system; system locations and facilities, both in the outlying watersheds and local distribution districts; industrial safety fundamentals practiced in waterworks construction, operation, and maintenance.

Requires skill and ability to efficiently organize the supervise groups of workers in a wide variety of maintenance projects and operations. Requires ability and skill to meet the general public tactfully and obtain compliance with rules, regulations, and procedures concerning emergency shut-downs.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: 7284 Utility Plumber Supervisor II

From: 7383 Utility Plumber

ADOPTED: 1/7/65

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TRACK MAINTENANCE WORKER SUPERVISOR I

CODE: 7251

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises semi-skilled repair work in connection with the maintenance and repair of cable car and electric railway tracks and related equipment; exercises work direction over a crew of subordinate personnel engaged in such work; and performs related duties as required.

Nature of work requires: some physical effort and dexterous use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur.

EXAMPLES OF DUTIES:

1. Supervises the replacement of carrier crown machinery and curve pulleys; supervises the replacement and alignment of depression beams; inspects cable line equipment and facilities for proper operation and maintenance.
2. Assures all necessary greasing and lubrication is performed as required; supervises and participates in the routine repair and maintenance of cables and the cleaning of line pits and channels.
3. Supervises the replacing of worn ties, spreading ballast, spiking ties and plates, leveling and aligning rails.
4. Maintains time records of assigned crew.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of grammar school, supplemented by at least three years of experience in general laboring work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: the methods and techniques commonly used in a variety of maintenance and repair operations; the uses and operating characteristics of a variety of automotive equipment.

Requires ability to: understand and follow oral and written instructions; maintain simple records and reports of work accomplished.

Requires skill in the use of general laboring tools and equipment.

PROMOTIVE LINES:

To: 7283 Track and Maintenance Superintendent, Muni Railway

From: 7540 Track Maintenance Worker

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHIEF STATIONARY ENGINEER, SEWAGE PLANT

CODE: 7252

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for supervising the activities of subordinate personnel engaged in the operation, maintenance and repair of all mechanical and electrical machinery and equipment in a large sewage treatment plant; participates in plant operational planning; and performs related duties as required.

Requires responsibility for: Interpreting, enforcing and carrying out existing plant operation methods and processes; assisting in developing new plant operation procedures; making regular contacts with subordinate and superior plant personnel relative to plant operation methods and procedures; reviewing and summarizing operation logs and preparing related reports. Nature of work requires intermittent exposure to raw sewage in connection with plant operation and maintenance responsibility. Supervision includes local administrative control and work assignments of craft personnel on extended or temporary assignments. Craft general foremen will supervise their respective workmen in those matters pertaining to craft or trade techniques or methods.

EXAMPLES OF DUTIES:

1. Plans, assigns and schedules the work assignments of subordinate operating and maintenance personnel.
2. Plans and supervises a comprehensive preventive maintenance program covering all aspects of the sewage treatment plant; reviews all plant operating logs and prepares monthly summary operational reports.
3. Maintains materials and supplies inventory and prepares requisitions for needed materials and supplies.
4. Prepares cost estimates for maintenance and repair projects.
5. Makes recommendations in connection with plant modification and alterations both to the physical plant and related machinery and equipment.
6. May review plant modification plans prepared by others and make recommendations to superiors on same.
7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible experience in the operation, maintenance and repair of a wide variety of mechanical and electrical motors, pumps, switches and related automatic auxiliary equipment, including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: The machinery, equipment and operation of a large sewage treatment plant; the chemical processes and operational maintenance problems of sewage treatment plants.

Requires ability to: Plan, assign, advise and inspect the work of subordinate operating personnel; maintain records and prepare operating reports; deal effectively and courteously with departmental personnel

License: Appointment to positions in a waste water treatment facility requires:

1. A driver's license issued by the State of Calif. Dept. of Motor Vehicles.
2. Possession of the appropriate grade level certificate issued by the Calif. Water Resources Control Board as follows:

contd.

CLASS TITLE: CHIEF STATIONARY ENGINEER, SEWAGE PLANT

CODE: 7252

<u>Location</u>	<u>Fully Qualified Operator</u>	<u>Operator-in-Training</u>
Richmond-Sunset	IV	None required
Northpoint	IV	None required
Southeast Storm Flow Plant	IV	None required
Baker Street Float Plant	IV	None required
Airport	IV	None required

PROMOTIVE LINES:

To : 5130 Sewage Treatment Plant Superintendent

From: 7373 Senior Stationary Engineer, Sewage Plant

Amended: 4/7/75

SAN FRANCISCO CIVIL SERVICE COMMISSION

CALSS TITLE: ELECTRICAL TRANSIT MECHANIC SUPERVISOR I

CODE: 7253

CHARACTERISTICS OF THE CLASS:

Under direction, on an assigned shift, supervises service and craft personnel on one shift in a shop setting in connection with the maintenance, repair and servicing of electrical transit equipment; prepares and maintains shop records and reports; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other classes in the electrical transit mechanic series by its primary responsibility for supervising the maintenance activities of a group of subordinates for one shift. In contrast, the next higher class of 7216 Electrical Transit Shop Supervisor I is responsible for the overall operation and management of a large Municipal Railway repair facility, while positions in the next lower class of 7380 Electrical Transit Mechanic Assistant Supervisor fulfill the lead worker role and physically perform the work of the craft.

EXAMPLES OF DUTIES:

1. Supervises and inspects the maintenance, repair, servicing and cleaning of street cars, light rail vehicles, trolley coaches and cable cars; establishes priorities for the various maintenance, repair and overhaul jobs to insure that specific types of equipment are available when needed; inspects shop equipment and facilities.
2. Advises and instructs subordinates in diagnosing malfunctions in electrical transit equipment; analyzes chronic vehicle defects; evaluates and makes recommendations on maintenance procedures and equipment.
3. Reviews and inspects work in progress and completed assignments to insure conformance with instructions and standard shop procedures; supervises support personnel assigned to the shop.
4. Prepares cost estimates of vehicles involved in accidents; prepares material and cost estimates on damaged equipment; orders materials and supplies for maintenance repair and servicing activities as needed; may assist in the preparation of the shop budget.
5. Maintains records of shop activities including work orders, vehicle history and defect analysis, employee time cards.
6. Receives emergency calls and dispatches repair crews; plans and conducts special maintenance projects.
7. Assists in the development and advancement of subordinates through training and the effective use of an employee development program.
8. In emergency work situations may assist subordinates; may carry out very difficult trouble-shooting work in connection with equipment breakdowns.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least five years of progressively responsible mechanical experience in the maintenance and repair of a wide variety of electrical transit equipment including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable working knowledge of: the methods, machinery, tools and equipment used in the maintenance and repair of electrical and related transit equipment; the operating requirements and preventive maintenance practices and methods governing electrical transit equipment; electrical theory, testing and inspection.

CLASS TITLE: ELECTRICAL TRANSIT MECHANIC SUPERVISOR I

CODE: 7253

MINIMUM QUALIFICATIONS: (continued)

Requires considerable ability to: Diagnose malfunctions in electrical transit equipment and machinery and determine necessary repair requirements; make time and material cost estimates; prepare and maintain shop and operating records and reports; supervise subordinate employees.

Requires considerable skill in the application of transit vehicle inspection, maintenance and repair techniques to difficult and complex shop problems.

PROMOTIVE LINES:

To: 7216 Electrical Transit Shop Supervisor I

From: 7380 Electrical Transit Mechanic Assistant Supervisor

Adopted: 4-2-79

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

DOCUMENT NO.

SEP 20 1993

SAN FRANCISCO

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7254 AUTOMOTIVE MACHINIST SUPERVISOR I

Definition: Under direction, this position supervises a group of skilled automotive machinists in connection with major overhaul and reconditioning of all types of automotive, heavy truck and off-road equipment. The essential functions of this position are planning and coordinating work assignments of automotive machinists; supervising automotive machinists and mechanics; inspecting shop equipment, machinery and facilities to assure proper maintenance and cleanliness; preparing drawings and sketches in connection with the fabrication of tools and safety devices for machine shop use; requisitioning supplies, parts and shop equipment; maintaining inventory records to ensure proper quality and quantity; preparing cost estimates on work orders and repairs; training and development of subordinate staff and performing related duties as assigned.

Distinguishing Features: The 7254 Automotive Machinist Supervisor I is distinguished from the 7315 Automotive Machinist Assistant Supervisor in that the former performs more complex and difficult duties and supervises a larger group of automotive machinists and mechanics.

Supervision Exercised: Supervises a group of skilled automotive machinists and mechanics.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Plans and coordinates work assignments for group of automotive machinists engaged in disassembling, overhauling, repairing and installing mechanical, electrical and hydraulic assemblies in heavy duty and off-road equipment, using hand, power and machine tools including lathes, grinders, hydraulic and drill presses and welding equipment.
2. Supervises work activities of automotive machinists; inspects and reviews work in progress and completed work to assure conformance with instructions and standard machine shop practices.
3. Inspects and reviews work in progress and completed work to ensure conformance to standard procedure.
4. Inspects shop equipment, machinery and facilities to assure proper maintenance and cleanliness.
5. Prepares drawing and sketches in connection with the fabrication of tools and safety devices for machine shop use.
6. Requisitions supplies, parts and shop equipment. Maintains inventory records to ensure proper quality and quantity.
7. Prepares cost estimates on work orders and repairs.
8. Trains and develops subordinate staff.

Job Related and Essential Qualifications:

Knowledge of: principles, methods, materials, tools and equipment used in machine shop work; various metals and their characteristics and methods of cutting and machining them; machine shop safety devices and precautions.

Ability to: plan, assign and supervise the activities of subordinate craftsmen; maintain shop operating records and prepare related reports; prepare drawings and sketches in connection with machine shop work.

Experience and Training Guidelines:

1. Five years of journey-level experience as an automotive machinist or heavy duty mechanic; AND
2. One year of experience supervising automotive machinists or heavy duty mechanics; AND

License/Certificate: Possession of a valid Class C driver's license.

Essential duties require the following physical skills and work environment: frequent exposure to working conditions in which minor injuries may occur.

Retitled and Amended: 7/1/77

Amended: 9/2/99

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: POWER HOUSE ELECTRICIAN SUPERVISOR I

CODE: 7255

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the maintenance, repair and operation of power house and sub-station machinery and equipment used in the distribution of electrical power for the municipal transit system; maintains operating records and reports; and performs related duties as required.

Requires considerable responsibility for: carrying out, interpreting and enforcing existing rules, regulations, policies and procedures related to the operation of powerhouse and sub-station machinery and equipment for the municipal transit system; making responsible contacts with other departmental personnel and outside organizations in connection with operating activities; preparing, reviewing and maintaining operating records and reports. Nature of work requires: exposure to disagreeable noise elements and occasional exposure to physical and working conditions where serious accidents or injuries may occur.

EXAMPLES OF DUTIES:

1. Supervises subordinate powerhouse operators and skilled electrical craftsmen engaged in the operation, maintenance and repair of powerhouse and sub-station machinery and equipment.
2. Inspects powerhouse and manual and automatic sub-stations to assure that equipment is in proper working condition.
3. Assigns duties to and prepares work schedules for powerhouse and sub-station personnel.
4. Prepares daily time reports, posts daily log book, and records all demand and watt-hour meter readings for compilation of power consumption data.
5. Prepares requisitions for materials and supplies required.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft, and six years of experience as a journeyman electrician, two years of which must have been in the maintenance and repair of powerhouse or sub-station electrical equipment, including three years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the operation, maintenance and repair requirements of power distribution equipment and systems; the methods, techniques and equipment necessary to maintenance and operation activities.

Requires considerable ability to: plan, assign and supervise the activities of subordinate operating and maintenance personnel; deal effectively and courteously with other departmental personnel, subordinates and the general public; prepare and review detailed plant operating records and reports.

PROMOTIVE LINES: To: 7130 Power and Plant Superintendent
From: 7365 Senior Powerhouse Operator
7363 Powerhouse Electrician



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ELECTRIC MOTOR REPAIR SUPERVISOR I

CODE: 7256

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and participates in skilled electrical work in the maintenance and repair of electric motors, generators, starters and similar electrical equipment; and performs related duties as required.

Requires responsibility for: explaining and carrying out existing methods and procedures relative to the maintenance and repair of electrical equipment; making occasional contacts with other departmental personnel in connection with electrical maintenance and repair activities; preparing routine reports on time and materials used on maintenance and repair projects. Nature of work requires: some physical effort and dexterity in the use of fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur.

EXAMPLES OF DUTIES:

1. Supervises the repair and overhauling of a wide variety of electrical motors, starters, generators, electric controls and equipment; inspects completed work to assure conformance with instructions, safety requirements and workmanship.

2. Operates and supervises the operation and care of a variety of shop tools and equipment used in the repair and overhauling of electric motors and equipment.

3. Prepares and maintains time and cost records of the various jobs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman electric motor shopman, including experience in electric motor repair, including some supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the fundamentals of electricity; the methods and techniques utilized in the repair of electrical motors, starters, generators and similar equipment; the tools, machines and equipment utilized in electrical repair work.

Requires ability to: assign and instruct subordinate personnel; analyze and determine malfunctions of electrical equipment and carry out proper corrective measures.

Requires considerable skill in the use of tools and equipment necessary to the repair of motors, starters, generators and similar types of electrical equipment.

PROMOTIVE LINES:

To: No normal lines of promotion

From: 7319 Electric Motor Repairer

Retitled: 7/1/77



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DEPARTMENT OF HUMAN RESOURCES

7257 COMMUNICATION LINE SUPERVISOR I

DEFINITION: Under direction, supervises a crew of lineworkers and related classes engaged in the installation, maintenance and repair of overhead and underground police, fire and other emergency signal and communication systems and City-owned street lighting facilities.

DISTINGUISHING FEATURES: Incumbents in this class serve as first-line supervisor to a crew of workers engaged in the installation, maintenance and repair of overhead and underground police, fire and other emergency signal and communication systems and City-owned street lighting facilities. This class is distinguished from 7273 Communication Supervisor II in that the latter performs more complex and difficult duties and supervises several groups of workers.

SUPERVISION EXERCISED: Supervises a crew of workers engaged in the installation, maintenance and repair of overhead and underground police and fire signal and communication systems.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES: According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to this class and are not intended to be an inclusive list.

1. Plans and assigns daily work for a field crew of line workers who are engaged in the installation, maintenance and repair of city-owned street lighting systems and overhead and underground lines for the operation of police, fire and other emergency communication systems. This includes reviewing work assignments; conducting site visits; determining scope and proper sequence of tasks for each job site; assessing location, staff, equipment and safety considerations needed to complete each assignment; and establishing the order of daily work and delegating tasks.
2. Supervises the installation of poles, overhead lines and underground cables by working with crew members digging holes, securing poles in a foundation, installing underground cables in a duct structure or conduit, and connecting lines; isolating and overseeing the repair of circuit problems; inspecting completed work for accuracy and quality of workmanship. This includes giving instructions on proper methods to secure and set up work sites to ensure safety of crew and public.
3. Trains line workers in the safe and proper installation of poles, overhead lines and underground cables to support the public safety communication network and the city owned street lighting systems; conducts tail-gate meetings to give instructions on proper operating and safety procedures.
4. Coordinates work with general public and other agencies by notifying residents of planned work to solicit cooperation for private property access to communication poles or equipment, responding to public complaints regarding inconvenience caused by work crew, and coordinating with other utility agencies regarding scheduling of job site usage.
5. Makes and interprets maps, sketches and drawings for installation of overhead and underground communication systems and city-owned street lighting systems to reflect accurate lay out plans for installation or changes in the system and to determine correct placement of equipment and materials.
6. Makes oral and written activity reports to the Communication Line Worker Supervisor II to document the daily activities of work crews and work accomplished.
7. Drives city vehicle to work site to assess requirements for jobs, transport equipment and staff, and inspect work underway and after completion.
8. Performs related duties as required.

7257 COMMUNICATION LINE SUPERVISOR I

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: electrical theory and practice; operation, installation and maintenance of fire alarms, emergency warning sirens and police and fire communication systems; troubleshooting techniques necessary to analyze and verify accuracy and repair/condition of equipment; methods of setting poles, installing cross-arms and stringing wires; methods of installing cables and conduits; laws, ordinances and regulations pertaining to fire alarm systems and overhead and underground lines; requirements and procedures to ensure safety when working with electrical line construction, including traffic control procedures to ensure job site safety for workers and members of the public.

Skill and ability to: plan, organize, assign, monitor and inspect crew work; train new workers; prepare and maintain accurate form reports on daily activities of work crews; interpret and make maps, sketches and drawings for the installation of communication and street lighting systems; understand oral instructions; clearly and accurately communicate work-related information to crew members, supervisors, co-workers, representatives of other agencies and the general public; deal tactfully and effectively with the general public; establish and maintain good working relationships; drive a motor vehicle.

Special requirements: Nature of work requires physical effort and dexterity in the use of fingers, limbs and body; frequent exposure to natural elements and working conditions where serious accidents and injuries may occur; working in underground locations; climbing and use of ladders, aerial lift buckets, digger-derrick trucks, hydraulic, electrical and pneumatic tools.

EXPERIENCE AND TRAINING GUIDELINES:

Four (4) years experience installing, maintaining and repairing overhead and underground lines; experience must include at least one (1) year working on communication systems and facilities, and at least one (1) year working on street lighting system

LICENSE: Possession of a valid Class B driver license

Effective Date: 7/1/77

Amended Date: 10/8/99

Reason for amendment: To accurately reflect the current task, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: MAINTENANCE MACHINIST SUPERVISOR I

**JOB CODE: 7258
Business Unit: COMM**

Definition: Under general direction, supervises a group of Maintenance Machinists and other craft workers engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment, including pumps and valves, machinery, castings and metal parts.

Distinguishing Features: class 7258 Maintenance Machinist Supervisor I is the second level supervisory class of the series. It is distinguished from the 7337 Maintenance Machinist Assistant Supervisor in that the later is the first level working supervisor of the series.

Supervision exercised: supervises the work of maintenance machinists and other craft workers.

Examples of Important and Essential Duties:

1. Supervises the work of subordinate craft persons such as machinists, automotive service workers, machinist helpers and welders engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment by planning, assigning, organizing, monitoring and reviewing their work; conducts performance evaluations, employee consultations and discipline; enforces departmental policies and procedures; develops new policies and procedures; coordinates with other skilled crafts.
2. Provides training for employees to assist in their development and advancement including safety training and prevention of work-related illness and injury.
3. Oversees the fabrication, maintenance, and repair of a wide variety of instruments and mechanical equipment that includes valves, castings, metal parts, sewer pumps, and pneumatic and hydraulic equipment and performs machinist duties as needed.
4. Prepares drawings, sketches and plans in connection with the fabrication of tools and safety equipment for machine shop use.
5. Prepares job estimates by determining materials and parts needed, cost of materials, manpower needs and tooling requirements.
6. Diagnoses malfunctions in machinery or equipment by testing and making visual or auditory inspections of equipment; and inspects shop equipment, machinery and facilities to ensure proper maintenance and cleanliness.
7. Writes reports, cost estimates, memos, and completes forms regarding personnel, job orders and equipment; requisitions materials and parts; and maintains records.
8. Operates a motor vehicle to transport self and materials to job sites.
9. Performs related duties as required.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of: machining methods and principles; basic composition, characteristics and use of commonly used machine shop metals and materials; mathematical functions; and safety.

Ability to: plan, assign and supervise; sketch and interpret blueprints and drawings of layout work; diagnose malfunctions; communicate orally and in writing; drive; develop and maintain harmonious and professional working relationships to deal courteously and effectively with individuals from a variety of cultural and socioeconomic backgrounds; gather, prepare and maintain records and utilize applicable computer software.

Skills in: computer utilization; and operating motor vehicles.

Training and Experience guidelines:

1. Completion of a recognized Machinist's apprenticeship program **and** three years verifiable experience as a journey-level Maintenance Machinist, **and** one year experience at a level equivalent to City Class 7337 Maintenance Machinist Assistant Supervisor; **OR**
2. A combination of trade related training (a minimum of two years) and experience as a journey-level Maintenance Machinist totaling seven years **and** one year experience at a level equivalent to City Class 7337 Maintenance Machinist Assistant Supervisor; **AND**
3. Ability to use applicable computer software applications.

LICENSE/CERTIFICATE: possession of a valid driver license.

Effective date:

Retitled: 7/1/77

Amended: 12/24/01

Reason for amendment: to accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

(New Class)

CLASS TITLE: WATER AND POWER MAINTENANCE SUPERVISOR I

CODE: 7259

CHARACTERISTICS OF THE CLASS:

Under general supervision, is responsible for organizing and supervising the activities of subordinates in the maintenance and repair of utility waterworks property; supervises the maintenance of watershed grounds, lakes and reservoirs; directs a crew in inspecting pipelines, repairing leaks and packing expansion joints; and performs related duties as required.

Requires responsibility for: Carrying out, interpreting and enforcing existing methods and procedures applicable to the maintenance and operation of a wide variety of waterworks property; efficient and safe utilization of tools and motorized equipment. Nature of work involves considerable sustained physical effort, walking and standing, including manual effort and dexterity, with frequent exposure to accident and health hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises a group of workers in the maintenance and repair of roads, buildings, fences, bridges, trestles, dams, culverts, canals and flumes; directs roadway maintenance including grading, patching, and clearing rocks, slides and snow.
2. Assigns workers in maintaining large areas of utility waterworks grounds by clearing, burning and spraying weeds and brush; directs a crew in the dragging of lake bottoms to remove vegetation and burn same; directs chemical spraying operations on reservoirs; supervises the removal and topping of trees.
3. Supervises a crew of laborers in inspecting main transmission pipelines, locating leaks, excavating areas around leaks, installing leak plugs or bands and backfilling sites; directs the cleaning and packing of pipeline expansion joints; supervises the salvaging of old pipes.
4. Supervises workers in excavating for the installation of pipeline connections and meters; repairing air and flow off valves; applying protective coating to pipelines; making repairs to small diameter pipelines.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least 8 years of experience in general construction or maintenance work, at least 2 years of which shall have been in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a broad working knowledge of: Construction and maintenance methods and procedures; construction tools and heavy duty motorized equipment; industrial safety fundamentals of construction and maintenance work.

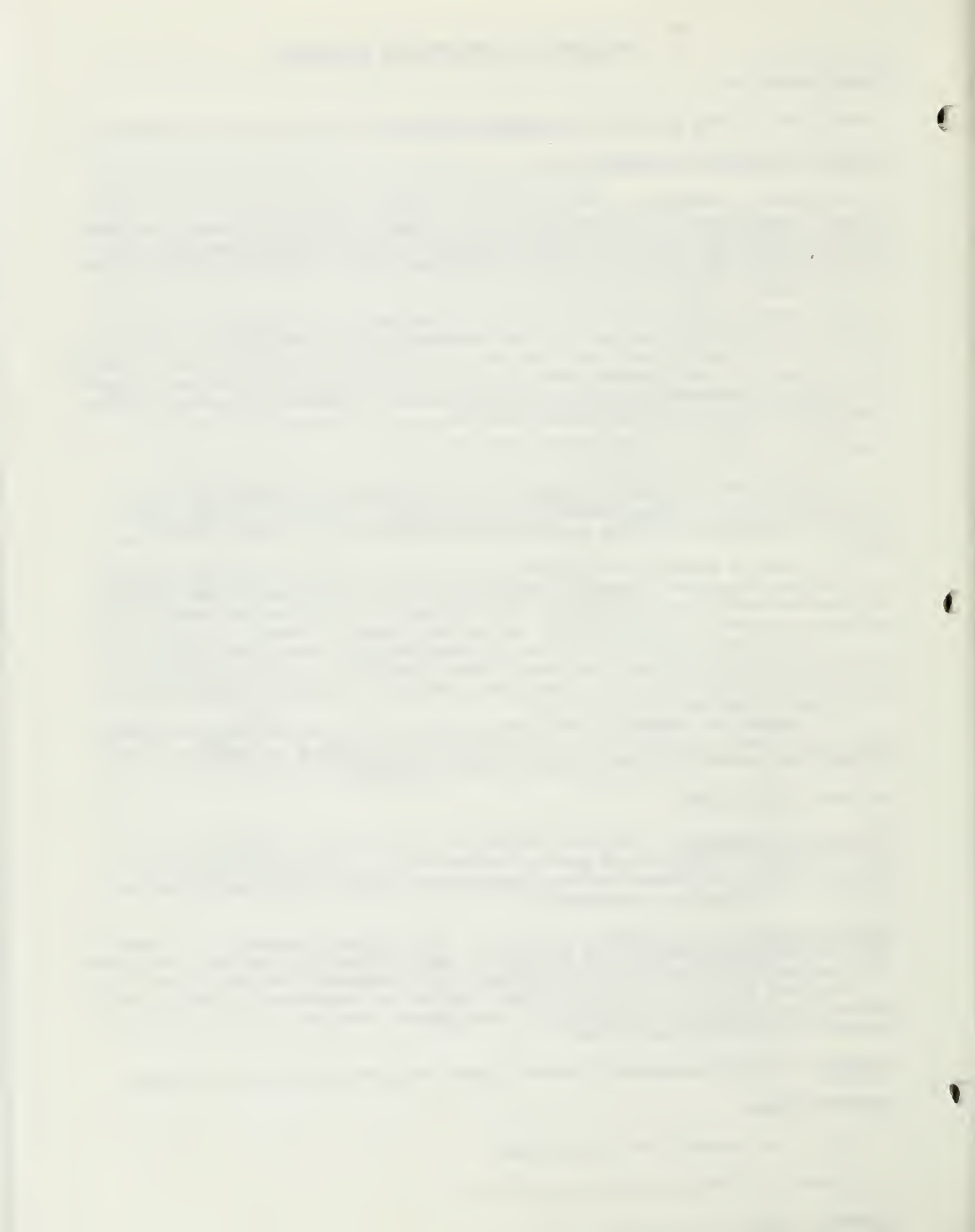
Requires skill and ability to assign, lay out and supervise the work of maintenance crews; interpret and explain to subordinates detailed oral and written instructions, including blueprints.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: No normal lines of promotion

From: 7215 General Laborer Supervisor I



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: AREA COORDINATOR OF SCHOOL MAINTENANCE

CODE: 7260

CHARACTERISTICS OF THE CLASS:

Under general direction, serves in staff capacity to the school site administrator; inspects and reviews housekeeping standards of school facilities in his area and determines maintenance requirements; makes periodic conditions surveys to determine the need for maintenance work; initiates work on certain projects and prepares preliminary sketches and description of work; and performs related duties as required.

Requires responsibility for: Coordinating and expediting policies and procedures relating to maintenance, repair and alteration of school buildings and properties; contacting the community, the school site administrators, teaching staff and Supervisor of Maintenance; assisting in an effective preventative maintenance program; expediting and coordinating projects; assisting school administrators on technical aspects of custodial and engineering operations and with the development and evaluation of housekeeping practices.

EXAMPLES OF DUTIES:

1. Investigates and evaluates site administrator's requests for various types of building maintenance, repair or alteration work; makes preliminary plans and specifications when necessary.

2. Conducts frequent inspection of school buildings and properties in the assigned area and maintains an effective preventative maintenance program; submits recommendations for annual major repair program.

3. Investigates and corrects complaints regarding school operation and properties, violation of various codes, laws and ordinances as reported by other government agencies; and investigates cases of vandalism.

4. Provides assistance to the school administrators in the technical aspects of plant operations, housekeeping and maintenance by developing staffing plans for each school in the area through use of work standards and other industrial engineering concepts.

5. Prepares in cooperation with the site administrator and submits to the Director of Maintenance and Operations the annual operations and maintenance budget for the area.

6. Assures that an adequate, but not excessive, inventory of operation material and supplies is available at each school.

7. Provides follow-up on all new on-site operational employees to be certain that they receive adequate and practical job training.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by five years of progressively responsible experience in building maintenance and repair and housekeeping activities.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Building maintenance, repair and housekeeping methods and techniques; building materials, their use and limitation; applicable codes, laws and ordinances; working knowledge of engineering principles, their application to repair and alteration work in a variety of structures; current labor cost and building maintenance and housekeeping practices.

Requires ability to: Exercise good judgment in planning and detailing repair maintenance and housekeeping work; interpret and evaluate need and cost of building maintenance and repair work; analyze and prepare minor plans and specifications; conduct independent investigations and prepare comprehensive reports; exercise initiative in developing solutions to maintenance problems by the use of new materials and

CLASS TITLE: AREA COORDINATOR OF SCHOOL MAINTENANCE

CODE: 7260

MINIMUM QUALIFICATIONS: (contd)

methods; deal persuasively and effectively with school administrators and maintenance and operating personnel.

PROMOTIVE LINES:

To :

From:

ADOPTED: 11/17/71

(NEW CLASS)

CLASS TITLE: SUPERVISOR OF MAINTENANCE
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

CODE: 7261

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes, directs and supervises minor maintenance and repair activities for school district buildings; and performs related duties as required.

Requires responsibility for: Developing, interpreting, coordinating and enforcing policies, methods and procedures for a comprehensive maintenance program; directing craft supervisory personnel in the district and conferring with City departments and representatives of outside organizations in connection with maintenance and repair matters; checking, reviewing and approving work performance data and reports.

EXAMPLES OF DUTIES:

1. Supervises craft personnel engaged in the general maintenance and repair of all buildings.
2. Assists Director, Maintenance and Operations in the preparation of maintenance and repair objectives, policies and procedures.
3. Assures that maintenance operations are performed in accordance with approved policies and practices.
4. Prepares the annual minor maintenance and repair budget and submits it for approval.
5. Develops and submits specifications for maintenance materials and supplies.
6. Confers with Department of Public Works and other City offices to effectuate necessary cooperation and coordination; controls maintenance and repair schedules to assure the satisfactory functioning of maintenance activities.
7. Investigates the potential of new maintenance products, materials, supplies and tools.
8. Develops maintenance manpower and skill requirements which will assure the required level of building maintenance.
9. Develops sketches, bills of material and estimated costs for all maintenance work other than emergency jobs.
10. Reviews cost statements for finished jobs; compares with estimated costs for all maintenance work other than emergency jobs.
11. Evaluates the performance of immediate subordinate employees and reviews the evaluation of subordinates.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, with eight years of progressively responsible experience in building maintenance and repair work, including at least three years of responsible supervisory experience; appropriate college level courses may be substituted of nonsupervisory experience on a year-for-year basis; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: Building maintenance methods and practices as they apply to school facilities. Requires considerable ability to: Plan, organize and direct the activities of a variety of skilled crafts and related personnel performing building maintenance and repair; estimates and controls maintenance costs.

PROMOTIVE LINES:

To : 5105 Director, Maintenance and Operations, SFUSD
From: 7226 Carpenter Foreman
9345 Sheet Metal Foreman
7238 Electrician Foreman



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MAINTENANCE PLANNER

CODE: 7262

CHARACTERISTICS OF THE CLASS:

Under direction, plans and coordinates various public buildings and grounds maintenance and repair activities to achieve optimum efficiency of manpower, time, equipment and material; performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are responsible for evaluating and scheduling maintenance and repair projects for School District properties or for supervising the operations of the Airport's Maintenance Control Center.

EXAMPLES OF DUTIES:

1. Investigates and evaluates departmental requests regarding various types of maintenance, repair and construction projects.
2. Establishes and reviews weekly planned maintenance work schedules for various crafts, including time, material, and manpower projections; monitors progress of maintenance work in relation to specified schedules; recommends corrective actions as necessary.
3. May utilize data processing equipment in developing standards and guidelines regarding time, manpower and material projections; consults maintenance records and applies newly developed methods, procedures and material technology.
4. Assists in establishing, maintaining and modifying a preventive maintenance program for departmental properties.
5. Assists in developing the annual budget and in projecting long-range maintenance budget needs.
6. May supervise the work of subordinate estimators and schedulers at the Airport's Maintenance Control Center.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by completion of a recognized apprenticeship in a craft and three years journey experience in maintenance and repair work, or the equivalent combination of education and work experience.

Knowledge, Abilities and Skills: Requires knowledge of general buildings and grounds maintenance procedures; building materials, their use and limitation; applicable codes, laws and ordinances; some knowledge of engineering principles, their application to repair and alteration work in a variety of structures; current labor costs of buildings and grounds maintenance and alteration.

Requires ability to: exercise good judgement in planning and detailing maintenance work; interpret and evaluate need and cost of building and grounds maintenance and repair work; analyze and prepare plans and specifications; conduct investigations and prepare comprehensive reports; develop solutions to maintenance problems by use of new materials and procedures; operate user electronic data processing equipment.

License: Possession of a valid California driver's license.

ADOPTED: 4-29-82

AMENDED & RETITLED: 6-7-82



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MAINTENANCE MANAGER, SAN FRANCISCO
UNIFIED SCHOOL DISTRICT

CODE: 7263

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises a staff of subordinate personnel engaged in maintenance and repair planning or craft activities for San Francisco Unified School District; assists in developing policies and procedures relating to maintenance and construction planning and operations; assists with budget preparations and performs related duties as required.

DISTINGUISHING FEATURES:

This class is distinguished from other supervisory craft classes by its responsibility for the operations of the Production or Work Control section of the San Francisco Unified School District Buildings and Grounds Division. The employee in this class develops, implements and enforces policies and procedures relating to maintenance planning and operations; oversees a variety of craft workers engaged in maintenance and repair tasks OR oversees Maintenance Planners engaged in evaluating and scheduling maintenance requests. This class reports directly to the Director of Buildings and Grounds, San Francisco Unified School District.

EXAMPLES OF DUTIES:

1. Assists the Director of Buildings and Grounds, SFUSD, in the preparation of maintenance and repair objectives, policies and procedures.
2. Ensures that maintenance, repair and operations are performed in accordance with approved policies and practices; confers with craft supervisory and Maintenance Planners regarding technical problems; reviews and prepares various control reports regarding project status, work projections, maintenance procedures and material use; visits work sites to ensure efficient and effective use of time, material and equipment.
3. Assists in developing, implementing and revising an on-going deferred maintenance program; assigned assists in compiling information for the annual division budget.
4. Supervises personnel engaged in emergency maintenance dispatch and the preparation of labor, materials, and equipment estimates; assigns and reviews work; ensures subordinates development and advancement through effective use of training and employee development programs.
5. Coordinates the completion of maintenance and repair projects, and investigates, resolves and responds to complaints; confers with site administrators, division heads, craft supervisors, vendors, and contractors; prepares correspondence for the Director's signature regarding complaints.
6. Develops and enforces work standards and guidelines to be applied in maintenance planning; researches and analyzes existing documentation and newly developed techniques, prepares formal standards and procedures manuals.
7. Directs the work of subordinate craft supervisors and workers engaged in maintenance and repair activities; assigns, reviews and approves work; evaluates the performance of subordinates; resolves craft jurisdictional disputes.
8. Investigates improved maintenance methods, materials, supplies and tools; makes recommendations regarding changes to improve work productivity.



CLASS TITLE: MAINTENANCE MANAGER, SAN FRANCISCO
UNIFIED SCHOOL DISTRICT

CODE: 7263

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by six years of progressively responsible experience as a journey craft worker, including at least two years as a supervisor; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of maintenance procedures and planning techniques; building materials, their uses and limitations; applicable codes, laws and ordinances; working knowledge of engineering principles and their application to repair and alteration work in a variety of structures; current labor costs of building maintenance and alterations.

Requires ability to: plan, organize, coordinate, and direct a variety of crafts in performing maintenance and repair activities; plan, organize and direct repair maintenance work, interpret and evaluate need and cost of buildings and grounds repair and maintenance activities; analyze and prepare plans and specifications; conduct investigations and prepare comprehensive reports; develop solutions to maintenance and repair problems utilizing new materials, methods, and equipment.

License: Possession of a valid California State driver's license.

ADOPTED: April 29, 1982



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: AUTOMOTIVE BODY AND FENDER WORKER Supervisor I

CODE: 7264

CHARACTERISTICS OF THE CLASS:

Under direction, supervises crews of skilled automotive body and fender workers and sub-foreman in connection with the maintenance and repair of the exterior and interior bodies of a wide variety of equipment, including automotive and transit equipment, and performs related duties as required.

Requires considerable responsibility for: Interpreting and enforcing existing methods and procedures related to automotive body and fender maintenance and repair activities; making routine contacts with other departmental personnel in connection with automotive body and fender repair; gathering and preparing shop operating reports and records.

EXAMPLES OF DUTIES:

1. Plans, lays out and supervises the work of subordinate automotive body and fender workers, sub-foreman and crews engaged in the maintenance and repair of damaged motor vehicle and transit equipment bodies, fenders, radiators and the fabrication and repair of a variety of metal auxiliary equipment of automotive vehicles.

2. Organizes the work and assigns it to the most expeditious section and crew; assigns personnel to crews.

3. Inspects and reviews works in progress and completed work to insure conformance with instructions and standard automotive body and fender repair practices.

4. Inspects equipment tools and facilities to assure proper maintenance and cleanliness.

5. Makes random inspection at work sections and yards for assessments of accidents; estimates cost of accidents.

6. Requisitions, distributes and accounts for body and fender materials, supplies and tools received to insure proper quality and quantity.

7. Coordinates and communicates with other departments within the Municipal Railway in order to arrange schedules and priority of work in progress to keep as many vehicles as possible in service.

8. Keep employees' time cards and related reports; assists in the development and advancement of subordinates through training and effective use of the development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by completion of a recognized apprenticeship in the craft and six years of experience as a journeyman automotive body and fender worker, including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable comprehensive working knowledge of the principles, methods, materials, tools and equipment used in automotive body and fender repair work.

Requires considerable ability to determine body repairs needed for a wide variety of damaged mobile equipment; and to estimate costs thereof.

Requires considerable knowledge of the skills, tools, materials and equipment of the trade, safety devices and precautions.

Requires considerable ability to plan, assign and supervise all activities of subordinate craftsmen; to understand and explain oral or written instructions; maintain operating records and prepare related reports.

PROMOTIVE LINES: To : 7212 Automotive Transit Equipment Supervisor

From: 7306 Automotive Body and Fender Worker

Adopted: 4/19/73

7322 Automotive Body and Fender Worker Assistant Supervisor



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: WINDOW CLEANER SUPERVISOR

CODE: 7268

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the cleaning and washing of interior and exterior windows and other similar surfaces in public buildings; assures that all work is performed in a safe manner and that all equipment is kept in a safe condition and replaced when unsafe; and performs related duties as required.

DISTINGUISHING FEATURES:

A position in this class supervises a group of window cleaners engaged in cleaning public buildings at various locations. The incumbent is responsible for explaining and enforcing prescribed methods, procedures and safety regulations involved in window cleaning.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Assigns duties to and supervises window cleaners involved in cleaning interior and exterior glass windows and similar surfaces, high and low glass partitions, glass doors, glass skylights, and other glass surfaces of various heights and angles.

2. Directs the assembling of scaffolding, rigging, bosun's chair, ropes and pulleys and high safety lines, and various types of lifts and booms for cleaning of domes, ledges and windows; enforces safety procedures in window cleaning practices and the handling of equipment.

3. Conducts ongoing in-service training; interviews and instructs new window cleaners regarding window cleaning; evaluates performance of employees; applies modern methods to cleaning problems.

4. Investigates potential or actual hazards to the safety of employees and the general public; conducts safety meetings; prepares reports on field inspections; maintains regular records on window cleaning operations and activities; requisitions cleaning materials, supplies and equipment; maintains inventory and related reports and records.

5. Makes contact with the general public, representatives of tenants, agencies and other departments for the purpose of exchanging information regarding window cleaning procedures and regulations related thereto.

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QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Requires comprehensive knowledge of window cleaning methods and procedures; CAL-OSHA standards as required for window cleaning safety orders under Title 8, Industrial Relations and California Administrative Code; materials, chemicals and equipment used in cleaning all types of glass or similar surfaces at various heights, locations and angles.

Requires ability to assign, supervise and review the work of subordinates; handle complaints diplomatically and effectively with subordinates, supervisory staff and the general public; maintain records and prepare clear and accurate reports.

ADOPTED: 1-26-87

#1013B

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: WATERSHED KEEPER SUPERVISOR

CODE: 7270

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for planning, organizing, assigning and supervising the activities of the work of Watershed Keepers, Watershed Workers and one or more crews engaged in the care of watershed and reservoir properties, aqueducts and facilities and in preventing trespassing and pollution of water supplies, and encroachments of rights-of-way and performs related duties as required.

Requires responsibility for: explaining and enforcing existing work methods and procedures; efficient and safe utilization of tools and motorized equipment; maintaining routine records and reports of operations. Nature of work requires: some physical effort and exposure to the elements in the supervision of the patrolling, policing and caring for the watershed area.

EXAMPLES OF DUTIES:

1. Plans program, makes assignments and supervises the activities of the Watershed Keepers, Watershed Workers, and laborers in the patrolling and policing of the Watershed and reservoir areas, and transmission line rights of way.

2. Supervises the operation of various pipe lines, flumes, valves, screens, stream flow, spillways and sluice gates which regulate the flow of water to and from reservoirs.

3. Supervises the removal of all foreign matter from reservoir properties; the apprehension of trespassers and the maintenance of landscaped areas.

4. Arrange and adjusts the areas to be covered by subordinates; arranges for stakeouts and intensive coverage to apprehend trespassers; arranges for intensified surveillance in particularly troublesome areas; arranges for replacements and changes of assignments during vacations, sick-leave periods and emergencies.

5. Supervises the activities of a crew of laborers patrolling the pipe lines and rights of ways into the reservoirs and between the reservoirs and the county line.

6. Responsible for the maintenance of the various logs, records and reports pertinent to this position.

7. Responsible for the proper maintenance of launches and other watercraft used on reservoirs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by 3 years of experience as a Watershed Keeper or comparable experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: methods and practices employed in the operation of gates, valves, screen systems, water measuring devices and other equipment related to reservoir operations, life saving and fire fighting equipment and artificial respiration.

Requires ability to: Plan, assign and supervise the activities of subordinate personnel, read gauges and measuring devices; use simple hand tools; fight fires; perform rescue operations; make simple arithmetic computations; prepare and review operating reports.

License: requires possession of a valid state motor vehicle operator's license; bond and deputization as a deputy sheriff or special policeman.

CLASS TITLE: WATERSHED KEEPER SUPERVISOR
(Continued)

CODE: 7270

PROMOTIVE LINES:

To: No normal lines of promotion

From: Watershed Keeper

ADOPTED: 1-14-65

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: CARPENTER SUPERVISOR II

JOB CODE: 7272
Business Unit: COMMN

Definition:

Under general direction, plans and directs the work of several crews of carpenters assigned to various projects and work locations; supervises and evaluates the work of first-level supervisors; reviews and prepares job estimates and daily work assignments; estimates and approves expenditures for materials and supplies; performs inspections of carpenters' work; writes required reports; and performs related duties as required.

Distinguishing Features:

This is a second-level supervisory position that has responsibility for interpreting and enforcing methods and procedures relative to construction, maintenance, and repair activities; inspecting the work of carpenters in the shop or field; gathering, preparing, and maintaining records and reports of time worked and materials expended; conducting training on safety procedures and departmental rules and policies; and meeting with other departmental personnel, outside organizations and the general public in connection with construction, maintenance, and repair work. This position is distinguished from the 5102 Public Buildings Maintenance and Repair Assistant Superintendent in that the latter is a third-level supervisory position responsible for administrative and managerial duties.

Supervision Exercised:

Incumbents in this job code supervise the first-level Carpenter Supervisor I classification which is responsible for directing the work of carpenters.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Meets with managers to plan and prioritize work according to established production targets.
2. Directs daily work assignments through supervision of Carpenter Supervisor I.
3. Reviews and prepares formal and informal job estimates for current and future projects.
4. Prepares and maintains records of time worked and materials expended on projects to justify expenditures.
5. Orders and approves orders for materials and supplies.
6. Interprets and enforces existing methods and procedures relative to construction, maintenance, and repair activities.

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JOB CODE TITLE: CARPENTER SUPERVISOR II

JOB CODE: 7272

Business Unit: COMMN

7. Inspects completed work of carpenters in the field or shop.
8. Assists in the development and motivation of staff through training.
9. Monitors and instructs staff regarding safety procedures.
10. Meets with representatives of other City departments, outside organizations, and the general public in connection with maintenance work.
11. Drives a vehicle to job sites, carpentry shops, and meetings at various locations.
12. Performs related duties as required.

Job-related and Essential Qualifications:

Knowledge of: carpentry principles and techniques; building construction, maintenance and repair methods and procedures; related codes and ordinances; departmental rules and policies; and safety procedures.

Ability to: prepare estimates of materials and labor needed from plans and specifications; plan, organize, assign, oversee, and inspect the work of carpentry staff; motivate and train staff; communicate effectively both orally and in writing; promote and maintain good working relationships; and operate a motor vehicle.

Experience and Training Guidelines:

Eight years of verifiable experience as a carpenter. Any combination of apprenticeship and journey-level experience is qualifying. Two years of this experience must have been at a level equivalent to Carpenter Supervisor I in the City and County of San Francisco.

Special requirements:

Possession of a valid driver license.

Effective Date: 7/1/77

Amended Date: 11/12/99

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: COMMUNICATION LINE WORKER SUPERVISOR II

CODE: 7273

CHARACTERISTICS OF THE CLASS:

Under general direction, directs the activities of several field crews engaged in the construction, maintenance and repair of overhead and underground police and fire communication and traffic signal systems; and performs related duties as required.

Requires responsibility for: interpreting, coordinating and carrying out existing methods and procedures relative to the maintenance and repair of communication and traffic signal systems; making regular contacts with other departmental personnel and the general public in connection with construction, maintenance and repair activities; preparing, checking and reviewing time, material and work performance records and reports.

EXAMPLES OF DUTIES:

1. Assigns, supervises and inspects the activities of subordinate foremen and their crews in the installation, maintenance and repair of overhead and underground communication and traffic signal systems and equipment; coordinates work projects with utilities and departments involved.
2. Makes field inspections of work in progress to assure conformance with instructions and prescribed safety practices and methods.
3. Prepares time and material cost estimates for various work projects; makes field surveys and preliminary estimates and plans for system modifications.
4. Requisitions materials and supplies and assures that such materials and supplies conform with acceptable standards.
5. Assures that field crews are adequately supplied with necessary materials, tools and equipment to complete their various assignments.
6. Prepares and supervises the preparation of material cost and time records and reports.
7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of journeyman level experience in the construction, maintenance and repair of overhead and underground fire and police communication and traffic signal systems and equipment, including three years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: overhead and underground fire and police communication and traffic signal systems operation, construction and maintenance methods and techniques and the tools and equipment necessary to their proper maintenance and repair; electrical theory and practices, particularly as applied to the systems involved.

Requires considerable ability to: plan, assign, supervise and inspect the work of subordinate employees; read and interpret plans, drawings and specifications; analyze and determine the tools, materials, personnel and equipment required for work projects.

Requires considerable skill in the application of electrical principles and theory to practical maintenance and repair problems.

PROMOTIVE LINES:

To: No normal lines of promotion

From: 7257 Communication Line Supervisor I

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TRANSIT POWER LINE WORKER SUPERVISOR II

CODE: 7274

CHARACTERISTICS OF THE CLASS:

Under general direction¹, directs the activities of several field crews engaged in the construction, maintenance and repair of overhead and underground transit power transmission systems; and performs related duties as required.

Requires responsibility for: interpreting, coordinating and carrying out existing methods and procedures relative to the maintenance and repair of transit power transmission systems; making regular contacts with other departmental personnel and the general public in connection with construction, maintenance and repair activities; preparing, checking and reviewing time, material and work performance records and reports.

EXAMPLES OF DUTIES:

1. Assigns, supervises and inspects the activities of subordinate foremen and their crews in the installation, maintenance and repair of overhead and underground transit power transmission systems and equipment; coordinates work projects with utilities and departments involved.

2. Makes field inspections of work in progress to assure conformance with instructions and prescribed safety practices and methods.

3. Prepares time and material cost estimates for various work projects; makes field surveys and preliminary estimates and plans for system modifications.

4. Requisitions materials and supplies and assures that such materials and supplies conform with acceptable standards.

5. Assures that field crews are adequately supplied with necessary materials, tools and equipment to complete their various assignments.

6. Prepares and supervises the preparation of material cost and time records and reports.

7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of journeyman level experience in the construction, maintenance and repair of overhead and underground transit power transmission systems and equipment, including three years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: overhead and underground transit power transmission system operation, construction and maintenance methods and techniques and the tools and equipment necessary to its proper maintenance and repair; electrical theory and practices, particularly as applied to transit power transmission systems.

Requires considerable ability to: plan, assign, supervise and inspect the work of subordinate employee; read and interpret plans, drawings and specifications; analyze and determine the tools, materials, personnel and equipment required for work projects.

CLASS TITLE: TRANSIT POWER LINE WORKER SUPERVISOR II
(continued)

CODE: 7274

Requires considerable skill in the application of electrical principles and theory to practical maintenance and repair problems.

PROMOTIVE LINES:

To: No normal lines of promotion

From: 7235 Transit Power Line Supervisor I

Retitled: 7/1/77 -

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: TELECOMMUNICATIONS TECHNICIAN
SUPERVISOR**

**JOB CODE: 7275
BUSINESS UNIT: COMMN**

Definition:

Under direction, supervises related subordinate personnel in the installation, repair, replacement, maintenance and termination of city owned fiber and wire communication systems and equipment.

Distinguishing Features:

The 7275 Telecommunications Technician Supervisor is a supervisory class focusing on direct supervision and performing the more complex work of the unit. This class is distinguished from Class 7308 Cable Splicer in that the latter performs skilled cable repair and troubleshooting tasks but does not perform supervisory duties.

Supervision Exercised: Supervises subordinate cable splicer, and communication help desk personnel.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Plans, assigns and supervises the work of subordinate personnel engaged in the installation, repair, replacement, maintenance and termination of city owned fiber and wire communication systems and equipment; visits job sites, inspects work in progress and upon completion to assure compliance with job requirements.
2. Estimates cost of voice and data installations, determines size of job, labor and materials needed.
3. Requisitions materials for inside wiring job assignments to purchasing department by filling out required documents following the requisitioning procedures.
4. Supervises subordinate personnel including recruiting, training and evaluating performance of subordinate personnel according to job requirement standards and general discipline guidelines.
5. Supervises telecommunication help desk by prioritizing trouble reporting and providing guidelines/responding to complaints and inquiries of malfunctioning equipment from internal staff, department heads, and outside agencies.
6. Prepares project status and performance measurements reports, correspondence and related documents using computer software such as word processing and spreadsheets.
7. Supervises subordinate personnel troubleshooting complex problems by testing, diagnosing and repairing malfunctioning communication system and equipment, enforcing existing methods and procedures.
8. Plans and conducts safety training meetings to ensure safe utilization of tools and equipment by subordinate personnel following safety codes and guidelines.
9. Performs other duties as required.

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**JOB CODE TITLE: TELECOMMUNICATIONS TECHNICIAN
SUPERVISOR**

**JOB CODE: 7275
BUSINESS UNIT: COMM**

Job Related and Essential Qualifications:

Knowledge of: cable splicing methods and techniques, and voice and data communication systems necessary to install and maintain communication systems; safety regulations related to telecommunications installations.

Skill and Ability to: apply electrical theory to troubleshoot problems in cable systems; assign, inspect and supervise the work of subordinate workers; recruit, train and evaluate performance of subordinate personnel according to job standards; establish and maintain effective oral communication with managers, other supervisors, subordinates, peers, representatives of other agencies and the general public; record and report work accomplished and time expended, maintain records, and prepare correspondence; use computer software to prepare correspondence and spreadsheets; and interact tactfully and effectively with other personnel, representatives of other city departments and the public.

Experience and Training Guidelines

1. Six (6) years verifiable experience in the telecommunications industry as a Cable Splicer, Telecommunications Technician or Private Branch Exchange (PBX) Technician; **AND**
2. Possession of a current valid driver license (to be presented at time of examination).

Effective Date: 11/23/70

Amended Date: 7/28/00

Reason for Amendment: To accurately reflect the current tasks, knowledge, skills and abilities, and minimum qualifications defined in the most recent job analysis conducted for this job code.

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SAN FRANCISCO
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DEPARTMENT OF HUMAN RESOURCES****JOB CODE TITLE: ELECTRICIAN SUPERVISOR II****JOB CODE: 7276****Business Unit: COMMN****Definition:**

Under general direction, manages the work of several crews of electricians assigned to various projects and work locations; supervises and evaluates the work of first-level supervisors; reviews and prepares job estimates and daily work assignments; estimates and approves expenditures for materials and supplies; prepares annual work plan and budget projections; writes required reports; and performs related duties as required.

Distinguishing Features:

This is a second-level supervisory position that has responsibility for interpreting and enforcing methods and procedures relative to electrical installation, maintenance, and repair activities. This position is distinguished from the 5102 Public Buildings Maintenance and Repair Assistant Superintendent in that the latter is a third-level supervisory position responsible for administrative and managerial duties.

Supervision Exercised:

Incumbents in this job code supervise the first-level Electrician Supervisor I classification, which is responsible for directing the work of electricians.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Meets with managers to plan and prioritize work according to established production targets.
2. Directs daily work assignments through supervision of Electrician Supervisor I.
3. Reviews and prepares job estimates for current and future projects.
4. Prepares and maintains records of time worked and materials expended on projects to justify expenditures.
5. Orders and approves orders for materials and supplies.
6. Interprets and enforces existing methods and procedures relative to installation, maintenance, and repair activities.
7. Monitors completed work of electricians in the field or shop through Supervisor I.
8. Assists in the development and motivation of staff through training.
9. Instructs staff regarding safety procedures.
10. Meets with representatives of other City departments, outside organizations, and the general public in connection with installation and maintenance work.
11. Drives a vehicle to job sites, electrical shops, and meetings at various locations.
12. Performs related duties as required.

JOB CODE TITLE: ELECTRICIAN SUPERVISOR II

JOB CODE: 7276
Business Unit: COMMN

Job-related and Essential Qualifications:

Knowledge of: electrical codes and ordinances; drawings, blueprints and layout; electrical installation, maintenance and repair procedures; ordinances; departmental rules and policies; and safety procedures.

Ability to: assume second level supervisory duties; prepare estimates of materials and labor needed from plans and specifications; plan, organize, assign, oversee, and inspect the work of electrical staff; motivate and train staff; communicate effectively both orally and in writing; promote and maintain good working relationships; and operate a motor vehicle.

Experience and Training Guidelines:

Completion of a recognized electricians' apprenticeship program and three years of experience as a journey level electrician. Two years of this experience must have been at a level equivalent to Electrician Supervisor I in the City and County of San Francisco. Additional qualifying experience can be substituted for an apprenticeship on a year-for-year basis.

Special requirements:

Possession of a valid driver license.

Effective Date: 7/1/77

Amended Date: 4/28/00

Reason for Amendment: To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITY SHOPS ASSISTANT SUPERINTENDENT

CODE: 7277

CHARACTERISTICS OF THE CLASS:

Under direction, directs the activities of subordinate supervisory and various skilled automotive machinists, mechanical and other craftsmen and helpers in connection with the overhaul, maintenance and repair of a variety of automotive or other types of machinery and equipment; and performs related duties as required.

Requires major responsibility for: interpreting, coordinating and assisting in developing methods and procedures relative to the maintenance and repair of automotive and other types of machinery and equipment units; making regular contacts with other departmental personnel and representatives of outside organizations in connection with maintenance and repair activities; preparing, checking and reviewing shop operating records and reports.

EXAMPLES OF DUTIES:

1. Plans, lays out, supervises and inspects the work of foremen, mechanics, machinists, blacksmiths, metal workers, painters and other craftsmen engaged in the complete overhaul, maintenance and repair, in the shop or in the field, of light and heavy-duty automotive or other types of equipment and machinery, such as passenger cars, trucks, fire apparatus, diesel units, road machines, earth moving and marine equipment, sewage treatment plants, pumping stations, machine tools and mechanical equipment, high pressure system machinery, blowers, fans, fittings and tools, including attached appurtenant devices and component parts.
2. Establishes job priorities and prepares work schedules in connection with various shop operations.
3. Requisitions materials, parts and equipment for various shop operations and assures that adequate inventory of such are readily available; inspects materials, supplies and parts received to assure conformance with items requisitioned.
4. Inspects shop work in progress and on completion to assure conformance with instructions and standard overhaul, maintenance and repair procedures.
5. Prepares and supervises the preparation of cost, material and time records and reports; makes estimates for new construction and major jobs that are to be sent out for repairs.
6. Inspects shop equipment, machinery and tools; assures that shops are maintained in a clean and orderly condition.
7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of journeyman level experience in the maintenance, repair and overhaul of automotive or other types of machinery and equipment, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the methods, materials, machinery, tools and equipment used in the overhaul, maintenance, repair and adjustment of a wide variety of automotive and other types of machinery and equipment; the operating and preventative maintenance requirements of such equipment; the various shop crafts involved in complete overhaul, maintenance and repair work.

CLASS TITLE: CITY SHOPS ASSISTANT SUPERINTENDENT
(Continued)

CODE: 7277

Requires outstanding ability to: plan, assign, coordinate and inspect the activities of subordinate supervisory and mechanical personnel; make time and material cost estimates and maintain shop operating records and reports.

Requires outstanding skill in the application of automotive and other types of equipment and machinery maintenance and repair techniques to complex shop and field problems.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: City Shops General Superintendent

From: Maintenance Machinist Foreman

Instrument Maker Foreman

Automotive Mechanic Foreman

Automotive Machinist Foreman

Mechanical Shop and Equipment Assistant Superintendent

Amended 10/5/61

Amended 5/16/63

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCESSAN FRANCISCO
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CLASS TITLE: PAINTER SUPERVISOR II

JOB CODE: 7278

Business Unit: COMMN

Definition:

Under general direction, plans and directs the work of several crews of painters assigned to various projects and work locations; supervises and evaluates the work of first-level supervisors; reviews and prepares job estimates and daily work assignments; estimates and approves expenditures for materials and supplies; performs inspections of painters' work; writes required reports; and performs related duties as required.

Distinguishing Features: This is the second-level supervisory class, which has responsibility for interpreting, overseeing and enforcing methods and procedures relative to painting on new construction, maintenance, and repair activities. This class is distinguished from the 5102 Public Buildings Maintenance and Repair Assistant Superintendent in that the latter is the third-level supervisory classification, responsible for the performance of administrative and managerial duties.

Supervision Exercised: Incumbents in this class supervise incumbents in the first-level class, Painter Supervisor I, which are responsible for directing the work of painters.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Meets with managers to plan and prioritize work according to established production targets.
2. Directs daily work assignments through supervision of Painter Supervisor I.
3. Reviews and prepares formal and informal job estimates for current and future projects.
4. Prepares and maintains records of time worked and materials expended on projects to justify expenditures.
5. Orders and approves orders for materials and supplies.
6. Interprets and enforces existing methods and procedures relative to construction, maintenance, and repair activities.
7. Inspects completed work of painters in the field or shop.
8. Assists in the development and motivation of staff through training.
9. Monitors and instructs staff regarding safety procedures.
10. Meets with representatives of other City departments, outside organizations and the general public in connection with maintenance work.
11. Uses a personal computer to write correspondence and keep records.
12. Drives a vehicle to various job sites, paint shops, and meeting locations.
13. Performs related duties as required.

JOB CODE TITLE: PAINTER SUPERVISOR II

JOB CODE: 7278

Business Unit: COMMN

Job-related and Essential Qualifications:

Knowledge of: painting principles, practices and techniques; safety codes and ordinances; and departmental rules and policies.

Ability to: prepare estimates of materials and labor needed from site estimations; plan, organize, assign, oversee, and inspect the work of paint crews; motivate and train staff; communicate effectively both orally and in writing; promote and maintain good working relationships; use a personal computer, operate a motor vehicle, and possess the physical agility necessary to perform site inspections.

Experience and Training Guidelines:

Completion of a recognized painters' apprenticeship program and four years of experience as a journey level painter, performing work on interiors and exteriors of structures, street equipment, playground equipment, airfields and/or streets. Two years of this experience must have been as a supervisor of a crew of three or more journey level painters and have been equivalent to Painter Supervisor I in the City and County of San Francisco. Additional qualifying experience can be substituted for an apprenticeship on a year – for – year basis.

Special requirements:

Possession of a valid driver license.

Effective Date: 7/1/77

Amended Date: 3/24/00

Reason for Amendment: To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: POWERHOUSE ELECTRICIAN SUPERVISOR II

CODE: 7279

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the maintenance, repair, installation, modification, testing, servicing and operations of a wide variety of electrical and electronic equipment used in the generation, conversion, distribution and remote control of numerous automated substations that supply electrical power for the municipal transit system; reviews maintenance and operating records and reports; and performs related duties as required.

DISTINGUISHING FEATURES:

A Powerhouse Electrician Supervisor II is distinguished from a Transit Power Line Worker Supervisor II in that the former requires technical knowledge in electrical and electronic equipment necessary to operate automated substations, rather than overhead and underground transit power transmission systems.

A Powerhouse Electrician Supervisor II is also distinguished from a Powerhouse Electrician Supervisor I in that the former is responsible for the direction of the employee in the latter classification and has overall supervision over the Motive Power Division, whereas the latter is responsible for supervising only one section of the division.

EXAMPLES OF DUTIES:

1. Supervises, directs and assigns the work of subordinate supervisors engaged in the operation, maintenance, repair, and trouble shooting of electrical and electronic equipment associated with transit power systems.
2. Establishes maintenance, repair and operation policies and procedures; develops a program of preventive maintenance; outlines tests for complex electrical and electronic equipment.
3. Consults with public utilities engineers concerning equipment performance; recommends modification to improve performance and reliability; directs the installation, modification or removal of power plant equipment.
4. Approves requisitions for material and supplies as required; submits various requests for budgeted items: personnel, equipment, building repair, etc.
5. Periodically inspects automatic substations, gap breaker stations, Power Control Center, cable machinery motors and switchgear, and electrical repair shop.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school or its equivalent, supplemented by at least eight years of progressively responsible experience as a journeyman electrician, including three years as an electrician foreman. Experience must be related to the maintenance, repair, and operation of power generation, conversion, distribution and remote control equipment systems.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the operation, maintenance and repair requirements of power generating, conversion, distribution and remote control equipment; the methods, techniques and equipment necessary to maintain and operate an electrical power system.

CLASS TITLE: POWERHOUSE ELECTRICIAN SUPERVISOR II

CODE: 7279

MINIMUM QUALIFICATIONS: (Continued)

Requires ability to: plan, assign and direct the activities of subordinate personnel; deal effectively and courteously with subordinates, other departmental personnel and the general public; prepare and interpret plans, drawings and wiring diagrams; prepare and review detailed operating and maintenance records and reports.

License Requirements: Requires possession of a valid California Driver's License.

PROMOTIVE LINES:

TO: 7130 Power and Plant Superintendent

FROM: 7255 Powerhouse Electrician Supervisor I

ADOPTED: 8-6-79

CLASS TITLE: SEWER REPAIR ASSISTANT SUPERINTENDENT

CODE: 7280

CHARACTERISTICS OF THE CLASS:

Under direction, directs the maintenance and repair of sewers, catch basins and other appurtenances of the city sewer systems; performs responsible supervisory and administrative duties in connection therewith; and performs related duties as required.

Requires considerable responsibility for: interpreting and enforcing sewer maintenance and repair methods and procedures; making regular contacts with the general public, other departmental personnel and outside organizations in connection with sewer repair activities; preparing, checking and reviewing important operational reports of sewer maintenance and repair activities.

EXAMPLES OF DUTIES:

1. Plans, directs and coordinates the maintenance and repair activities for all sewers; interprets and executes the policies from general instructions of superiors.
2. Prepares and supervises the preparation of necessary records of maintenance and repair activities.
3. Coordinates sewer maintenance and repair activities with public utilities and city departments having underground installations.
4. Makes cost estimates of sewer repairs and construction projects.
5. Makes periodic field inspections of all work in progress to assure conformance with construction and work procedures.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible underground construction, maintenance and inspectional experience including at least four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the municipal sewer system and the maintenance and repair requirements of the system; existing laws, ordinances and regulations applicable to the construction, maintenance and repair of sewer systems; the tools, materials and equipment used in sewer systems maintenance and repair work.

Requires considerable ability to: plan, assign and direct the work of subordinate employees; deal effectively and courteously with the general public; maintain operating records and prepare related reports.

Requires considerable skill in the application of sewer maintenance and repair methods and procedures to practical field problems.

CLASS TITLE: SEWER REPAIR ASSISTANT SUPERINTENDENT
(Continued)

CODE: 7280

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: No normal line of promotion

From: Sewer Repair General Foreman

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: STREET ENVIRONMENTAL SERVICES OPERATIONS SUPERVISOR **JOB CODE: 7281**
Business Unit: COMMN

Definition:

Under general direction, is a second-level supervisor responsible for street environmental services activities (manual and mechanical street cleaning, graffiti abatement, enforcement of applicable codes, laws, and ordinances, litter and debris removal, urban forestry, and/or landscape maintenance) in a designated functional or service district or on special projects, dispatch functions, ancillary services and general supervision over groups of workers.

Distinguishing Features:

The Street Environmental Services Operations Supervisor is distinguished from the 5173 Street Cleaning and Planting Assistant Superintendent by the latter's higher level of responsibility.

Supervision Exercised:

Incumbents in this class supervise, (through first-level supervisors), semi-skilled workers, environmental service workers and control officers, gardeners, and truck drivers.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Directs street environmental services operations and activities in a designated functional or service area, including developing new service techniques and procedures.
2. Investigates and acts upon requests for service and complaints from individuals, taxpayers, tourists, business representatives, neighborhood groups, outside agencies, and other City departments and submits written reports of findings and actions taken.
3. Investigates violations of local litter abatement laws which may require filing of complaints and appearing in court as a witness; includes issuing citations.
4. Plans, prepares, and directs special clean-ups and public outreach activities such as parades, celebrations, and other special events.
5. Plans, prepares, and directs graffiti removal activities including operational schedules, special events, and enforcement of the graffiti abatement laws.
6. Checks and signs all daily work reports; maintains manual and automated records of personnel and mobile equipment assignments and keeps up-to-date service route maps and other records.
7. Attends meetings and public hearings as representative of the bureau with business and neighborhood groups, volunteer groups, and the general public.
8. Supervises subordinate personnel by planning, assigning, overseeing, and evaluating the work of subordinate supervisors; includes responsibility for completing performance evaluations, coordinating training including safety training, enforcing the code of safe work practices, performing and documenting inspections of work in progress and completed work, and participating in disciplinary matters.
9. Documents costs of field activities for recovery purposes and makes recommendations for changes in operations of purposes of lowering costs.
10. Drives a vehicle to work sites and meetings.
11. Performs related duties as required.

DOCUMENTS DEPT.

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**JOB CODE TITLE: STREET ENVIRONMENTAL
SERVICES OPERATIONS SUPERVISOR**

JOB CODE: 7281
Business Unit: COMMN

Job-related and Essential Qualifications:

Knowledge of: street environmental services procedures and equipment including methods, procedures, tools, small and motorized equipment, and graffiti removal equipment; laws, ordinances, regulations, and City policies applying to street cleaning, littering, refuse collection, and graffiti; safety procedures and working methods; basic computer literacy.

Ability to: supervise/manage through subordinate supervisors by planning, assign, monitoring, and evaluating work; interact with the general public, other City departments, business, and other groups in a tactful and helpful manner; communicate effectively orally and in writing.

Experience and Training Guidelines:

1. Two years of experience as a supervisor (with a full range of supervisory duties) of a group of workers engaged in street environmental services activities in the public right of way (streets, medians, and sidewalks) including manual and mechanical street cleaning, graffiti abatement, enforcement of applicable codes, laws, and ordinances, litter and debris removal, urban forestry, and/or landscape maintenance.
2. Possession of a valid driver license.

Retitled: 7/1/77

Amended and Retitled: 7/28/00

Reason for Amendment:

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: STREET REPAIR GENERAL FOREMAN

CODE: 7282

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises a large group of unskilled, semi-skilled and skilled labor in the construction, maintenance and repair of streets, sidewalks, curbs and gutters; and performs related duties as required.

Requires responsibility for: explaining and carrying out existing maintenance repair methods and procedures; making regular contacts with the general public, other personnel and outside organizations in connection with street maintenance and repair matters; preparing and reviewing ordinary operating reports on maintenance and repair activities.

EXAMPLES OF DUTIES:

1. Plans, assigns and supervises a number of work crews engaged in the repair, construction and maintenance of asphalt or concrete streets, sidewalks, curbs and gutters.
2. Assigns projects to various work crews and inspects work in progress for conformance with instructions and established standards and procedures.
3. Investigates complaints and requests for work and determines the proper disposition of such work.
4. Prepares requisitions for materials, tools and equipment necessary to maintenance and repair activities.
5. Supervises emergency work in cases where slides or washouts cause street obstructions.
6. Prepares cost estimates for work requested by other city agencies; maintains records on employees' time and materials expended and prepares reports related thereto.
7. Makes field inspections and assures proper preparations have been taken for the safety of the general public and work crews.
8. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least six years of progressively responsible experience in street construction, maintenance and repair work, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: pavement construction and maintenance techniques; paving machinery and equipment and various mixtures of asphalt and their application to geographic areas in the city.

Requires ability to: plan, organize and supervise the work of subordinate personnel; deal effectively and courteously with the general public; maintain records and prepare reports of maintenance and repair activities.

Requires considerable skill in the application of street and sidewalk construction and maintenance procedures to practical construction and maintenance problems.

PROMOTIVE LINES: To: Street Repair Superintendent

From: Asphalt Finisher Foreman



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TRACK MAINTENANCE SUPERINTENDENT, MUNICIPAL RAILWAY

CODE: 7283

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for the maintenance and repair of all street railway and cable car tracks and roadbeds including track, roadbeds and related facilities in the subway (LRV) system; directs the activities of a large and varied group of subordinates engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES:

This one position classification is responsible for supervising the maintenance of all track and related switches and roadways of the Municipal Railway. This class may receive supervision from professional engineering personnel.

EXAMPLES OF DUTIES:

1. Plans, assigns and directs the activities of a large group of craftsmen and labor employees engaged in the maintenance of railway and cable car tracks and roadbeds including tracks and roadbeds in the subway (LRV) system; makes assignment of track crews to various jobs at different locations throughout the City.
2. Inspects work in progress at various sites to assure conformance with established procedures and instructions; advises and instructs on work methods and procedures.
3. Prepares and checks estimates for labor, materials, supplies and equipment for various work projects involving track maintenance; approves expenditures for materials and supplies; plans and coordinates maintenance programs and procedures.
4. Investigates and reports on complaints due to worn or broken rails, depressions or cave-ins; makes arrangements for the repair of defects discovered.
5. Keeps daily records of activities of track crews, checking manpower and required repairs against foreman's report; checks and reviews all time cards.
6. Orders and checks delivery of track maintenance materials and supplies.
7. Estimates cost of rail or switch renewal; makes reports of work completed and in progress; directs the distribution of costs for labor, materials and supplies.
8. Participates in the preparation of annual budget estimates and supporting information; makes efficient use of budgetary appropriations for the work areas supervised by utilization of manpower, materials, and supplies.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least five years of progressively responsible railway track and roadbed maintenance and repair experience, including two years of supervisory responsibility; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: The techniques, procedures, tools, materials and equipment necessary to track maintenance and repair work; the street and cable car track system; the maintenance and repair of subway track facilities and other related transit support facilities in the subway system.

Requires ability to: Plan, assign and direct the activities of a large and diversified work force; analyze track maintenance and repair requirements and make accurate time and materials cost estimates; deal effectively and courteously with subordinates, representatives of outside organizations and the general public.

PROMOTIVE LINES:

TO: No normal lines of promotion
FROM: 7215 General Laborer Supervisor I
7251 Track Maintenance Worker Supervisor I

AMENDED: 12-4-78



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: UTILITY PLUMBER SUPERVISOR II

CODE: 7284

CHARACTERISTICS OF THE CLASS:

Under direction, supervises several utility foremen in organizing, planning and directing the activities of skilled and semi-skilled workers engaged in performing a wide variety of maintenance operations on water supply and distribution lines and facilities, including overall care and maintenance of watershed and reservoir properties, structures, buildings and facilities; and performs related duties as required.

Requires responsibility for: carrying out, developing, interpreting, coordinating and enforcing existing policies, methods and procedures; achieving considerable economies and/or preventing considerable losses through efficient planning and organizing of work projects; making regular contacts in dealing with other supervisory and administrative personnel on specialized construction and repair projects; preparation, review and approval of detailed work reports and records indicating distribution of time, equipment, materials and supplies. Nature of supervisory duties involves sustained physical effort in inspecting and checking work performance on a wide variety of field projects involving exposure to some accident and health hazards and disagreeable elements.

EXAMPLES OF DUTIES:

1. Supervises a wide variety of maintenance operations on water supply and distribution lines and facilities, including reservoirs, buildings and structures, equipment, dams, pipe lines, fire trails, fences, tunnels, shafts, ditches, flumes and aqueducts.
2. On the basis of work orders received, plans deployment of personnel and equipment to best advantage; through a number of foremen assigns work crews and craftsmen to particular tasks; also, helpers and laborers to various crews; assigns available equipment to various projects depending upon requirements and priority of need.
3. Instructs foremen as to the manner in which each particular project is to be carried out; visits projects and inspects progress and quality of work; checks on locations where other utilities are likely to interfere with department's facilities to assure proper clearance in order to avoid possible accident and damage; visits other construction jobs to give contractors specific locations of department's facilities.
4. Personally investigates complaints of leaks, reports of encroachments and various nuisances; takes necessary action to remedy situations.
5. Confers with superiors on matters of policy and planning for future maintenance projects; recommends certain projects deemed necessary based on personal knowledge and field observations.
6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

CLASS TITLE: UTILITY PLUMBER SUPERVISOR II

CODE: 7284

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from high school, supplemented by at least ten years of experience in general waterworks construction and maintenance work, at least three years of which shall have been in a subordinate supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough working knowledge of various waterworks construction and maintenance operations as related to a wide variety of water supply and distribution activities and facilities, both in the outlying watersheds and urban areas.

Requires supervisory skill and ability to efficiently organize and direct foremen and groups of workers in a wide variety of maintenance projects and operations.

PROMOTIVE LINES:

To: 7102 Maintenance and Repair Assistant Superintendent, Hetch Hetchy Project

From: 7250 Utility Plumber Supervisor I

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TRANSMISSION LINE WORKER SUPERVISOR II

CODE: 7285

CHARACTERISTICS OF THE CLASS:

Under general direction, directs the activities of several "heavy gangs" engaged in the construction, maintenance and repair of high voltage over-head transmission and distribution systems, and performs related duties as required.

Requires major responsibility for: interpreting, coordinating and carrying out existing methods and procedures relative to the construction, maintenance and repair of transmission systems; making regular contacts with other departmental personnel and the general public in connection with line construction, maintenance and repair activities; preparing, checking and reviewing time, material and work performance records and reports. Nature of work requires considerable physical activity with some exposure to inclement weather and some possibility of accident and injury.

EXAMPLES OF DUTIES:

1. Assigns, supervises and inspects the activities of transmission line foremen and their "heavy gangs" in the construction, installation, maintenance and repair of over-head transmission systems and appurtenances.
2. Makes field inspections of work in progress to assure conformance with instructions and prescribed safety practices and methods.
3. Prepares time and material cost estimates for various work projects.
4. Approves requisitions for materials and supplies and assures that same conform with specifications and acceptable standards.
5. Assures that "heavy gangs" are adequately supplied with necessary materials, tools and equipment to complete their various assignments.
6. Supervises the preparation of material cost and time records and reports.
7. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of journeyman level experience in the construction, maintenance and repair of high voltage over-head transmission systems, including three years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: over-head transmission systems construction and maintenance methods and techniques and the necessary tools and equipment; electrical theory and practices, particularly as applied to transmission systems; the methods and techniques of "hot line" maintenance; state general order number 95.

Requires knowledge of the practical application of pole-top resuscitation and first-aid methods.

Requires considerable ability to: plan, assign, supervise and inspect the work of subordinate employees; read and interpret plans, drawings and specifications; analyze and determine the tools, materials,

CLASS TITLE: TRANSMISSION LINE WORKER SUPERVISOR II
(continued)

CODE: 7285

personnel and equipment required for work projects.

Requires considerable skill in the application of electrical principles and theory to practical maintenance and repair problems, including use of rigging techniques applicable to transmission line work.

PROMOTIVE LINES:

To: 7130 Power and Plant Superintendent

From: 7229 Transmission Line Supervisor I

Retitled: 7/1/77

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: WIRE ROPE CABLE MAINTENANCE SUPERVISOR

CODE: 7286

CHARACTERISTICS OF THE CLASS:

Under direction is responsible for the maintenance and repair of wire rope cable and related component parts; plans and directs the activities of subordinate mechanics and trainees engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification is responsible for supervising the maintenance of the wire rope cable for the cable car system. It is distinguished from the journey level by its supervisory responsibility for a group of wire rope cable maintenance mechanics and trainees.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, assigns and directs the activities of a group of wire rope cable mechanics and trainees engaged in the maintenance and repair of cables, sheaves, tension carriages and other cable machinery components.

2. Prepares schedules and work assignments, reviews work orders; plans and schedules preventive maintenance and cable replacement.

3. Keeps daily records of employee time; records preventive maintenance and repair data; and prepares cost reports.

4. Prepares requests to order necessary materials and supplies for cable maintenance and checks delivery of orders.

5. Advises and instructs on work methods and procedures, reviews and enforces safety requirements and recommends improvements to procedures.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars....Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Comprehensive knowledge of the tools, materials and equipment used in wire rope cable splicing and repairing; and general knowledge of heavy equipment rigging.

Ability to plan and supervise the maintenance and repair of wire rope cable; and to maintain records and prepare reports.

ADOPTED: 4/6/87

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: SUPERVISING ELECTRONIC MAINTENANCE
TECHNICIAN**

**JOB CODE: 7287
Business Unit: COMMN**

Definition:

Under direction, supervises subordinate supervisory electronics personnel engaged in a wide variety of highly skilled technical functions.

Distinguishing Features:

The 7287 Supervising Electronic Maintenance Technician is the second-level supervisor in the electronic maintenance series, and is responsible for the supervision through subordinate supervisory personnel of electronic maintenance technicians who are engaged in a wide variety of highly skilled technical functions. The 7287 is distinguished from Class 7329 in that the latter supervises and trains the work of electronic maintenance technicians.

Supervision Exercised: Supervises the subordinate first-level electronic maintenance supervisor directing and coordinating the activities of the subordinate journey-level Electronic Maintenance Technicians.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Assigns, supervises and inspects the troubleshooting, maintenance, repair, calibration, fabrication, installation, design modification and development of electronic systems and components including electronic systems on light rail vehicles, wayside and central control equipment.
2. Establishes maintenance and repair policies and procedures including electronic systems on light rail vehicles, wayside and central control equipment.
3. Advises, instructs and assists subordinate personnel in solving complex non-routine electronic problems/emergency work situations; and advises management personnel and others on the functions of electronic systems and components. May personally carry out difficult troubleshooting in equipment at various work sites.
4. Directs, monitors, analyzes and prepares written reports on various tasks such as maintenance progress, recommendations relating to improvement of equipment reliability, personnel effectiveness, operating policies and procedures, etc.
5. Assists in the preparation of budget and allocation of resources.
6. Participates in the review of new projects which includes reading of blueprints, schematics, and diagrams of electronic equipment and electromechanical systems.
7. Establishes and maintains contact with other Departmental personnel, representatives of other division/departments, contractors, and general public, keeping them advised and informed of the department's activities and representing the department at various meetings.
8. Performs other duties as required.

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**JOB CODE TITLE: SUPERVISING ELECTRONIC MAINTENANCE
TECHNICIAN**

**JOB CODE: 7287
Business Unit: COMMN**

Job Related and Essential Qualifications:

Knowledge of: the principles, theories, practices and procedures involved in the operation, maintenance and repair requirements of electronic systems and equipment such as communications, power, signal and process control equipment, and circuits; electronic and electrical theory and practices in integrated circuits; solid state, digital and analog circuits; and electronic and relay logic; safety methods and procedures related to operating, maintaining, repairing, trouble-shooting, testing, modifying and/or installing various electronic and electromechanical systems and equipment, and hazardous materials handling procedures and industrial safety principles; local area networks, personal computers including e-mail, spreadsheet and word processing programs; supervisory control and data acquisition systems (SCADA) and programmable logic controllers.

Skill to: troubleshoot and test various electronic and electromechanical systems and equipment, and interpret schematics, procedures and other diagrams.

Ability to: speak effectively and clearly, listen and elicit work-related information to others, communicate thoughts and ideas to subordinate personnel, peers, and management; prepare and/or review detailed job-related documentation in a clear, concise and understandable manner; interact tactfully, effectively and courteously with other departmental personnel, representatives of other divisions/departments, subordinates and the general public, sometimes under difficult circumstances; effectively plan, organize, direct, train and evaluate the activities of technicians and other staff engaged in a variety of technical work; schedule and coordinate tasks or events to maximize staff and material resources and increase efficiency; assist in the professional development of staff through training, coaching, disciplinary action and performance evaluation; use electronic test (diagnostic) equipment and maintain software; and drive to various work sites.

Experience and Training Guidelines:

MINIMUM QUALIFICATIONS:

1. Satisfactory completion of a recognized two-year program in electronics at a recognized academic, trade, or a technical institution; OR completion of a military training program in electronics; AND
2. Five (5) years of verifiable journey-level industrial electronic or electrician experience which must have included installation, calibration, maintenance, troubleshooting, repair and modification of electronic systems and related electrical components and sub-systems; two (2) years of which must have been at the supervisory level.
3. Possession of a valid Class C driver license (to be presented at the time of the examination).

SUBSTITUTION:

One additional year of qualifying experience may substitute for up to one year of the required education. (30 semester units/45 quarter units = 1 year). Credit for coursework could be provided only if the coursework included electronics.

Effective Date: 3/16/77

Amended Date: 4/2/01

Reason for Amendment:

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SIGNAL SYSTEM MAINTENANCE SUPERINTENDENT

CODE: 7288

CHARACTERISTICS OF THE CLASS:

Under general direction is responsible for coordinating and directing all maintenance, inspection, and repair activities of the Municipal Railway signal system, related track, switches, appurtenances and related subsystems such as computer controlled destination sign and route control system and wayside communications systems; plan, assigns and directs the work of a large group of subordinates engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position classification carries over-all responsibility for the maintenance and repair of the Municipal Railway's Signal System including a variety of specialized mechanical, electrical, and electronic systems and components.

EXAMPLES OF DUTIES:

1. Directs, through subordinate supervisory personnel, skilled and semi-skilled employees engaged in the inspection, maintenance, repair, and testing of electronic, electrical and mechanical components of the subway signal and track system.
2. Plans and implements maintenance and repair policies and procedures; develops a preventive maintenance program.
3. Monitors and evaluates system performance; plans system expansion or modification; tests for conformance with subway and signal safety standards.
4. Plans program budget, staffing levels and distribution, and performance standards. Prepares reports and provides for the maintenance of appropriate records of program activities.
5. Assists in the selection, development and advancement of subordinates; evaluates employee performance, develops training programs.
6. Coordinates activities with related divisions of the Public Utilities Commission and outside agencies such as engineering, track maintenance, equipment maintenance, safety, electronics shop and Bay Area Rapid Transit District.
7. Reviews and recommends on purchasing of signal equipment, parts, material and supplies; makes recommendations relative to materials quality and conformance with specifications; conducts special tests on signal equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least seven years of practical transit signal experience which included maintenance, repair and testing of a transit signal system, including two years of responsible supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of the operation, maintenance and repair requirements of electrical systems and equipment used in signal and track systems including communications, power, signal and data processing equipment; the methods, techniques and equipment necessary to the maintenance and repair of a signal system, knowledge of "track dynamics" and required safety procedures; Standard Railway signal principles, rules, standards and instruction for railway signal systems; railway signal circuit plans including symbols, nomenclature, conventions and interpretation; use of electrical testing instruments; Federal Railroad Administration safety track standards; and restrictions on alterations of signal systems.

CLASS TITLE: SIGNAL SYSTEM MAINTENANCE SUPERINTENDENT

CODE: 7288

MINIMUM QUALIFICATIONS: (continued)

Requires ability to plan, assign, coordinate and direct work of subordinate personnel; plan and implement maintenance procedures; estimate and understand maintenance costs and operations costs of a signal system; prepare reports and maintain records of activities; evaluate equipment and materials; work under extreme pressure in emergency situations; deal effectively, tactfully and courteously with subordinates, other division heads and representatives of outside agencies and organizations.

PROMOTIVE LINES:

TO: To be determined

FROM: Original entrance examination

ADOPTED: 10-2-79



